



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO P5750.1G
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28 Feb 92

MARINE CORPS ORDER P5750.1G W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

Encl: (1) Locator Sheet

Report Required: Command Chronology (Report Control Symbol
MC-5750-06), par. 9003.5, and app. A

1. Purpose: To set forth policies and procedures governing the administration of the Marine Corps Historical Program and to delineate the respective responsibilities of Headquarters Marine Corps and field commands in the execution of this program.
2. Cancellation. MCO P5750.1F.
3. Promulgation. This Manual delineates the objectives, policies, responsibilities, and certain procedures incident to the planning and conduct of the Marine Corps Historical Program. It is published for the instruction and guidance of commanders, staff members, and individuals involved in the execution of the program.
4. Summary of Revision. This Manual has undergone extensive revision and should be completely reviewed.
5. Recommendations. Recommendations for changes to the subject Manual are invited and should be submitted to the Commandant of the Marine Corps (HD) via appropriate chain of command.
6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
7. Certification. Reviewed and approved this date.

E. H. SIMMONS
Director, Marine Corps
History and Museums

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MCO P5750.1G Ch 1
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21 Nov 94

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1. Purpose. To direct pen changes to the basic Manual.
2. Action. On page 6-3, paragraph 6000.2a, change the first sentence to read, "The Marine Corps Museum is open every day except Thanksgiving, Christmas, and New Years Day."
3. Summary of Change. This change reflects Thanksgiving as being an additional day the Marine Corps Museum is closed.
4. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.
5. Certification. Reviewed and approved this date.

E. H. SIMMONS
Director, Marine Corps
History and Museums

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ENCLOSURE (1)

MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering Change

MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

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CHAPTER 1

SCOPE AND RESPONSIBILITY

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MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

CHAPTER 1

SCOPE AND RESPONSIBILITY

1000. GENERAL. This Manual fixes responsibilities and establishes policies for recording the cumulative operational and institutional experience of the Marine Corps. It also outlines procedures for documenting, preserving, and displaying Marine Corps history found in official records, art, material objects, memorabilia, oral histories, and personal papers through the Marine Corps Historical Program.

1001. PURPOSE

1. If the harsher lessons of history are not to be painfully revisited, the past must be extensively evaluated. In order to conduct such an extensive evaluation, a systematic means of preserving historical records is needed. Toward that end, the Marine Corps has dedicated resources to amass, preserve, and use records and collections of historical value.

2. In addition, tangible evidence of unit and individual achievement has proven to foster military virtue. A comprehensive program that honors tradition and builds esprit through the display of awards, battle honors, historical flags, and other objects of historical and sentimental significance seems to best capitalize on this factor.

3. The responsibility for recording, preserving, and disseminating the cumulative operational and institutional experience of the Marine Corps rests with the History and Museums Division.

1002. MILITARY HISTORY. Military history encompasses descriptive and interpretive accounts of peace or wartime activities which meet the criteria of objectivity and accuracy; Marine Corps history is but a part of that.

1003. OBJECTIVES. The objectives of the Marine Corps Historical Program are to:

1. Collect and preserve significant documents and records relating to the Marine Corps;

2. Give substance to tradition by identifying, collecting, maintaining, and exhibiting objects of lasting historical and sentimental value to the Marine Corps;
3. Make the cumulative historical experience of the Marine Corps available for widespread study and exploitation;
4. Enhance esprit de corps through wide dissemination of Marine Corps history and traditions;
5. Emphasize the importance of military history as an essential element of professional education;
6. Stress the virtue of military history as a significant ingredient in staff planning and command decisions;
7. Provide source material for the study of the development of tactics, weapons, and equipment, both air and ground; and
8. Encourage creative scholarship that promotes a deeper understanding of the historical role of the Marine Corps, both in the national development of the United States and as an instrument of national policy.

1004. COMMAND RESPONSIBILITY

1. Commanders are responsible for their command's historical program. The program will include planning, programming, and execution of military history programs, support of museum activities, and compliance with this Manual and other historical directives promulgated by Headquarters Marine Corps.
2. Command responsibilities are outlined in detail in chapter 9.

1005. INDIVIDUAL RESPONSIBILITY

1. All Marines are expected to have a clear understanding of the basic events that have shaped the military heritage of the United States and, in particular, the United States Marine Corps.
2. Officers and noncommissioned officers are encouraged to broaden their professional knowledge through individual effort, and to study military history as a professionally rewarding activity.

1006. HISTORICAL RECORDS. Unit reports and other source data are assembled and retained at Headquarters Marine Corps until retired to appropriate Federal records centers, in order to provide:

1. A permanent record of Marine Corps experience and achievement;
2. Source material for historical accounts, reports, and associated documents; and
3. Source material for the evaluation of current plans, policies, and doctrine.

1007. COLLECTIONS. Tangible evidence of Marine Corps achievements are amassed as historical collections. At Headquarters, U.S. Marine Corps, they are identified as the historical library, archives, personal papers and memorabilia, oral histories, reference files, and collections of material objects ranging from combat aircraft to recruiting posters. These collections provide source material for:

1. Written and graphic histories of the Marine Corps;
2. The study of the material history of the Corps;
3. The study of the personalities of the Corps and their relationship to events;
4. Both permanent and temporary exhibits intended to illustrate episodes and highlights of the history of the Corps; and
5. The study of the history of the development of both air and ground tactics, weapons, and equipment.

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CHAPTER 2

AUTHORITY AND GENERAL RESPONSIBILITIES

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MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

CHAPTER 2

AUTHORITY AND GENERAL RESPONSIBILITIES

2000. DIRECTOR OF MARINE CORPS HISTORY AND MUSEUMS. The Director of Marine Corps History and Museums is the Commandant's principal staff officer for historical matters. As such, he conducts the operations of the History and Museums Division, Headquarters Marine Corps; supervises the operations of assigned field historical activities; and has staff cognizance over the general execution of the historical program throughout the Marine Corps.

1. Authority. The Director of Marine Corps History and Museums has specific authority to:

- a. Establish liaison with other agencies, Government and civilian, foreign and domestic, in the furtherance of the objectives of the Marine Corps Historical Program;
- b. Approve publications of all official historical works not requiring Commandant of the Marine Corps personal release;
- c. Provide historical advisory service to public or private agencies, where appropriate;
- d. Direct staff review of private individual, activity, or agency manuscripts, where appropriate;
- e. Downgrade and declassify non-current Marine Corps records up to and including top secret (declassified records are made available for internal Marine Corps use and to qualified researchers and historians under the respective limitations of the Privacy Act and the Freedom of Information Act); and
- f. Accept appropriate gifts to the Marine Corps of personal property having historical significance or artistic work of museum quality of a value not exceeding \$3,000. Gifts valued over this amount shall be referred to Commandant of the Marine Corps (JAD) for processing.

2. Responsibilities. The Director of Marine Corps History and Museums will:

- a. Coordinate all historical programs of the Marine Corps, with particular emphasis on the importance of military history to professional military education (PME);

- b. Preserve a record of Marine Corps accomplishments by collecting and maintaining printed and written documents, photographs, and oral histories of lasting historical and sentimental value to the Marine Corps;
- c. Make the historical experience of the Marine Corps available for practical study and exploitation;
- d. Prepare unclassified histories of Marine Corps actions in major crises and wars for publication to Marine Corps activities, the Department of Defense, and the general public;
- e. Ensure that historical works are presented in clear, reliable, and academically acceptable form;
- f. Coordinate efforts to make best use of memorabilia, art, and personal papers of lasting value to the Marine Corps;
- g. Assist organizations in fostering esprit de corps by widening awareness of the traditions of the Marine Corps;
- h. Provide background and precedents for the development of military plans, policies, doctrines, and techniques;
- i. Determine eligibility of Marine Corps units for campaign and service streamers and unit awards and lineage and honors/certification;
- j. Exercise general supervision over all museums activities of the Marine Corps;
- k. Operate a historical reference service for official and public use;
- l. Coordinate the support efforts of the Marine Corps Reserve Mobilization Training Unit (MTU) DC-7;
- m. Maintain staff cognizance for this Manual and MCO P10520.3B, Flag Manual;
- n. Maintain and operate the Marine Corps Museum, Marine Corps Air-Ground Museum, Marine Corps Archives, and Marine Corps Historical Library;
- o. Provide a designated representative to the Marine Corps Environmental Impact Statement Review Board.

2001. HISTORY AND MUSEUMS DIVISION (CMC (HD)). The Director of Marine Corps History and Museums has three principal subordinates:

1. Deputy Director for Marine Corps History (CMC (HDH)). The incumbent will:

- a. Serve as the Head, Historical Branch, History and Museums Division (CMC (HDH));
- b. Act for the division in the absence of the Director;
- c. As senior active duty Marine, serve as Executive Assistant to the Director;
- d. Exercise control over all assigned military officers;
- e. Supervise preparation and publication of classified and unclassified historical studies and official Marine Corps histories;
- f. Provide historical background and precedents for the development of military plans, policies, doctrines, techniques, and unit lineage and honors;
- g. Coordinate responses to requests for historical information;
- h. Serve as principal staff officer for Marine Corps historic sites and commemorative naming programs;
- i. Supervise the Marine Corps Oral History Program;
- j. Supervise the Marine Corps Archives, directing the maintenance, storage, and disposition of official Marine Corps operational records, to include command chronologies, diaries, plans, and other related documentation;
- k. Exercise staff cognizance over the Command Chronology Reporting System; and
- l. Serve as member of the Permanent Marine Corps Uniform Board, representing the History and Museums Division.

2. Deputy Director for Marine Corps Museums (CMC (HDM)). The incumbent will:

- a. Serve as the Head, Museums Branch, History and Museums Division (CMC (HDM));

b. Direct and supervise the functions and operations of Marine Corps museums;

c. Exercise staff cognizance over the Command Museum System;

d. Collect, preserve, and exhibit material objects, personal papers and memorabilia, and art of lasting historical and sentimental value to the Marine Corps;

e. Supervise the Marine Corps Museum, Washington Navy Yard;

f. Direct and supervise the operations and functions of the Marine Corps Air-Ground Museum, at Quantico, VA;

g. Exercise curatorial responsibility for the contents of the Commandant's House; Marine Barracks, Washington, D.C.; Marine Band facilities, Washington, D.C.; and the Marine Corps Memorial Museum, New Hall, National Independence Historical Park, PA;

h. Provide loan exhibits and exhibit material to the Marine Corps and other activities;

i. Approve specifications and coordinate procurement of historical uniform kits; and

j. Conduct research required to acquire, catalog, identify, and exhibit historical properties.

3. Head, Support Branch (CMC (HDS)). The incumbent will:

a. Serve as Executive Officer, History and Museums Division (CMC (HDS));

b. Exercise control over assigned enlisted personnel;

c. Supervise distribution of printed publications, as well as fill requests from military, Federal Government, and civilian institutions for Marine Corps Historical Center publications;

d. Provide an in-house, automated, publications production capability which includes design, typesetting, and layout of books, catalogs, registers, pamphlets, brochures, and posters;

e. Operate the official Marine Corps Historical Library, which provides reference material on Marine Corps history, amphibious warfare, and related military and naval histories;

f. Provide administrative support for the division;
and

g. Provide for internal security, both physical and regulatory, for the Marine Corps Historical Center.

2002. STAFF ORGANIZATION. The History and Museums Division staff organization is shown at figure 2-1.

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CHAPTER 3

HISTORICAL ACTIVITIES

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CHAPTER 3

HISTORICAL ACTIVITIES

3000. ORGANIZATION. The Historical Branch (CMC (HDH)) exercises staff cognizance over historical activities, other than museums activities, throughout the Marine Corps. In addition to the Branch Head, and the Chief Historian, it consists of the Histories Section (CMC (HDH-1)); the Reference Section (CMC (HDH-2)); the Oral History Section (CMC (HDH-3)); and the Archives Section (CMC (HDH-4)).

3001. MISSION. The mission of the Historical Branch is to:

1. Plan and coordinate the historical writing effort, to include preparation and editing of all histories, studies, interviews, and historical reports produced by the History and Museums Division.
2. Accomplish primary research on aspects of Marine Corps history and related general military and naval history needed to support official projects not exclusively related to operations of Marine Corps museums.
3. Answer Marine Corps history-related queries, ensuring that facts are presented in clear, accurate, reliable, and academically reputable form.
4. Sponsor and support programs that foster awareness of Marine Corps history and traditions, and fulfill historic responsibilities, such as:
 - a. Unit lineage and honors;
 - b. Historic sites preservation activities;
 - c. Monuments and memorials; and
 - d. Commemorative naming of facilities.
5. Support efforts which provide for education and professional development.
6. Plan and coordinate the Oral History Program.
7. Maintain the Marine Corps Archives, including the collection, processing, and maintenance of official Marine Corps documents.

3002. HISTORICAL PUBLICATIONS. The Historical Branch prepares a variety of historical publications, ranging from pamphlets to case-bound histories, for distribution within the Marine Corps and other Federal agencies and to the general public. The preparation process includes research, writing, review, and editing.

1. Definition. Marine Corps historical publications are written works that provide an account of planning, operational, logistical, developmental, and/or administrative events. The material may be presented in narrative, documentary, or chronological form, or in some combination of these forms.

2. Responsibilities

a. With the exception of those major works requiring approval by the Commandant, the Director of Marine Corps History and Museums approves all official historical works for publication.

b. The Director of Marine Corps History and Museums will keep the Commandant informed of the status of historical works approved for publication.

3. Preparation. In order to ensure historical consistency and accuracy of professional writing standards, historical publications will normally be prepared by the Historical Branch staff of this Headquarters. As a consequence, unit histories prepared in the field are not official publications of the U.S. Marine Corps, but are local publications of the organization concerned. Commanders desiring official status and approval for locally prepared historical manuscripts may submit their efforts to the Commandant of the Marine Corps (HDH) for review. The History and Museums Division staff will review, edit, and if appropriate, publish, and distribute the work.

4. Publication. Historical publications are published in accordance with MCO P5600.31F (Marine Corps Publications and Printing Regulations).

5. Distribution

a. Historical publications are distributed in accordance with MCO P5600.31F, which contains detailed instructions on allowances and distribution control of publications. Distribution normally will be made automatically down to company/battery level. Additional or replacement copies can be obtained from the Marine Corps Logistics Base, Albany, GA, using standard requisitioning procedures.

b. Unclassified historical publications printed at this Headquarters will be distributed to major private, public, and government libraries at their request. When printed by the U.S. Government Printing Office, historical publications are usually available for purchase by the general public from that agency.

c. The catalog, Marine Corps Historical Publications in Print, contains lists of all available official historical publications, as well as requisition information. A copy of the catalog may be obtained by writing to the Commandant of the Marine Corps (HDS).

6. Deactivation. The titles and numbers of on-hand historical publications should be reported to the Commandant of the Marine Corps (HDS) prior to deactivation of a unit. Disposition instructions will be provided.

3003. HISTORICAL SERVICES

1. Responsibilities. The History and Museums Division provides historical research and reference services for Headquarters Marine Corps, the Department of the Navy, the Department of Defense, Marine Corps units, other military services, Government agencies, and the general public using library, archives, oral histories, personal papers, art, and reference collections. In addition, advisory and review services are available, when determined appropriate. In providing services, members of the History and Museums Division are governed by the spirit and intent of the Freedom of Information Act (PL 93-502; 5 U.S.C. 552) and the Privacy Act (PL 93-579; 5 U.S.C., 552).

2. Reference and Information Service

a. A variety of reference and information services are available. Staff researchers:

(1) Provide historical research and furnish brief studies, reports, chronologies, and bibliographies in response to official inquiries or in anticipation of reference requirements;

(2) Furnish information, research assistance (e.g., guidance in locating information), and copies of documents in response to unofficial inquiries; and

(3) Direct official and unofficial inquiries for historical data to the appropriate agencies or offices.

b. Available services are limited by regulations regarding classified materials and by the number of assigned researchers. Because of the large volume of requests and limited staff, reference support will be provided in the following priority order:

(1) Official requests from Congress, Marine Corps commands, other agencies of Government;

(2) Support for division writers, museum exhibits, or other division projects;

(3) Serious outside researchers;

(4) Active duty Marines pursuing individual research;

(5) Retired and former Marines; and

(6) Other general information requests.

c. The repository for official Marine Corps operational records is the Marine Corps Archives. The single most important body of historical records supervised and held in the archives is the Command Chronology file. Command chronologies are the principal historical report required of each Marine command. Further information on this critical research source is provided in Chapter 9 and Appendix A of this Manual.

d. Over 400 cubic feet of reference files, 5,400 cubic feet of archives records, 6,500 individual Vietnam field interviews, and 215 years of Marine Corps experience and lessons learned are represented in the History and Museums Division's research resources. There are 30,000 library books and approximately 2,000 personal papers collections immediately available at the Marine Corps Historical Center to support research efforts, with significant additional recall and loan support available.

3. Advisory Service. The Director of Marine Corps History and Museums will provide historical advisory service to public or private agencies when it appears to be in the best interest of the Marine Corps. Such requests should be submitted to the Commandant of the Marine Corps (HD).

4. Review Service. The Director of Marine Corps History and Museums may authorize his staff to review manuscripts prepared by private individuals, units, activities, or agencies.

3004. BIOGRAPHICAL DATA PROGRAM

1. Objective. Biographical data files of noteworthy Marines are acquired, updated, and permanently retained by the Marine Corps History and Museums Division for purposes of research and reference. These files include official photographs and biographies, supplemented by newspaper clippings, reports, copies of letters, official correspondence, and award citations.

2. Implementation

a. MCO P5720.61 (Public Affairs Manual) requires all officers promoted to the grade of colonel to submit current biographical data and photographs to the Commandant of the Marine Corps (HDH-2). This data is permanently retained as the core of the biographical file.

b. Biographical data files for active duty and Reserve general officers are retained by the Division of Public Affairs (CMC (PAM)) until such individuals retire, at which time all pertinent data is forwarded to the Historical Branch (CMC (HDH-2)) for permanent retention.

3005. ORAL HISTORY PROGRAM. In a general sense, oral history is spoken history; that is interviews of eyewitness impressions and personal experiences of historical importance recorded on tape. The Marine Corps Oral History Program; however, takes a broader view of what constitutes oral history and includes taped presentations, briefings, debriefings, speeches, and similar "spoken history." Oral history is important. In many cases, written records of historic events are either meager or nonexistent; fortunately, unofficial reports, studies, and articles in professional and service publications are available to partially amplify and supplement these official records. In the same way, spoken recollections of those who have had a significant part in key events have great value, as these accounts fill voids in history. Under the oral history program, interviews are recorded and collected to document major events and important personalities. Interviews are conducted on-scene or following significant Fleet Marine Forces operations, deployment, exercises, and maneuvers; presentations, briefings, debriefings, and speeches are recorded; and end-of-tour interviews are obtained in the field. Additionally, in-depth memoir-style or issue-oriented interviews are conducted with distinguished retired Marines; once transcribed, they provide a significant research source.

1. Objective. The objective of the oral history program is to obtain, transcribe, and preserve personal narratives of noteworthy professional experiences and observations of historic value from active duty and retired Marines for future use as reference source material.

2. Implementation

a. All Marine aircraft groups, Marine expeditionary brigades and higher level FMF organizations and Marine Corps bases and air stations required to submit command chronologies are also encouraged to establish oral history programs. Other commands are encouraged to establish such programs where practicable.

b. Commands that participate in the oral history program should:

(1) Select and train personnel in the use of recording equipment and techniques necessary to tape interviews in accordance with the instructions provided in appendix B;

(2) Interview senior commanders, staff officers, and other key individuals who participate in, or direct, one or more of the following types of activities:

(a) Combat, combat support, and combat service support;

(b) Contingency deployments;

(c) Major exercises and maneuvers;

(d) Important staff planning or decision making;

(e) Institution of new programs and procedures or development of new doctrine;

(f) Development of new equipment and weapons;

(g) Significant civic action projects;

(h) Unusual assignments or missions; or

(i) Significant/newsworthy events.

(3) Interview commanders of Marine divisions/wings, brigades, regiments/aircraft groups, combat service support groups, Marine Corps bases, air stations, and recruit depots, upon the end of their tours.

(4) Record significant speeches, briefings, presentation, and critiques.

(5) Forward recorded materials to the Commandant of the Marine Corps (HDH-3). When appropriate, command chronologies should list oral history interviews conducted by the command and forwarded to Headquarters Marine Corps.

c. In addition to retaining oral histories submitted by participating commands, the History and Museums Division will:

(1) Obtain taped historical interviews with prominent retired Marines whose reminiscences of long years of active duty provide useful information for the cumulative record of Marine Corps experience and achievement;

(2) Monitor assignments to joint or combined billets, attache duty, embassy duty, and other special assignments, and arrange debriefing interviews at the end of the tour, when possible;

(3) Conduct or arrange for end-of-tour interviews with officers scheduled to be reassigned from selected key command and staff billets; and

(4) Conduct ad hoc or issue-oriented interviews to support current and planned future writing projects.

3. Accessibility of Recorded Materials

a. Recorded material accessioned into the Oral History Collection will be retained at the Marine Corps Historical Center in the Washington Navy Yard, Washington, D.C. Oral histories will be made available to researchers in accordance with security regulations, and any restrictions imposed by the interviewee.

b. Queries concerning the oral history program should be addressed to the Commandant of the Marine Corps (HDH-3).

3006. HISTORIC SITES PROGRAM

1. Objective. By Presidential Executive Order 11593 of 13 May 1971, Federal agencies are directed to survey their holdings and identify buildings and sites of historical significance. Properties deemed of unusual historical, archaeological, or cultural value are to be nominated to the National Register of Historic Places and must be protected and preserved. The Environmental Policy Act of 1969 reinforces these

same objectives by requiring that all work projects be evaluated to determine their potential impact on property of historical or cultural significance.

2. Implementation. The aim of the historic sites program is preservation of the cultural resources of the nation. The Department of the Interior is tasked to maintain the National Register of Historic Places--a listing of all districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, and culture. Federal agencies, including the military services, are required to cooperate with State Historical Preservation Officers in identifying and nominating properties eligible for the National Register. Additionally, all agencies must evaluate and report the possible impact of any undertaking on designated properties.

3. State Historic Preservation Officers

a. Each state is required by law to appoint a State Historic Preservation Officer to oversee implementation of the National Historic Preservation Act of 1966. These officers, normally assisted by small professional staffs, are responsible for conducting statewide surveys of historic resources, for maintaining the state historic preservation plans, and for nominating properties to the National Register. All nominations for the National Register must bear the endorsement of a State Historic Preservation Officer.

b. The State Historic Preservation Officer should be contacted early in the development of a command historic site program. These officers also play a key role in assessing the probable impact of activities on historic properties, and must be consulted when making impact determinations. A list of officers is available in the booklet How to Complete National Register Forms.

4. Criteria for Inclusion in the National Register. For a property (i.e., a district, site, building, structure, or object) to be classified as significant from the viewpoint of American history, architecture, archaeology, or culture, it must possess integrity of location, design, setting, materials, workmanship, feeling, and association, and also must:

a. Have been associated with events that have made a significant contribution to the broad pattern of our history;

b. Have been associated with the lives of persons significant in our past;

c. Embody the distinctive characteristics of a type, period or method of construction, or represent the works of a master, or possess high artistic values, or represent a significant and distinguishable entity (even though its components may lack individual distinction); or

d. Have yielded, or be likely to yield, information important in pre-history or history.

5. Surveys. Commanders will conduct a thorough survey of their physical property to identify those tangible places and things that possess historic value. The properties must then be studied to determine if they meet the criteria for entry into the National Register. The Department of the Interior recommends that survey teams assigned to this task contain historians, architectural historians, archaeologists, and others with expertise that relates to the area being surveyed.

6. Nominations. If it is determined that historically significant property is present within the command, the property must be nominated to the National Register. The National Register of Historic Places has prepared two booklets, one entitled, Guidelines for Local Surveys: A Basis for Preservation Planning and the other, How to Complete National Register Forms. Copies of these booklets, which contain detailed instructions on surveying and nominating properties, have been distributed to major commands; additional copies may be obtained from the Commandant of the Marine Corps (HDH).

7. Preservation. Before construction, alteration, or activity of any sort is undertaken that might affect a property listed on the National Register, or one eligible to be listed, the responsible command will prepare an environmental impact statement and evaluate the probable effects of the undertaking on the property. This evaluation must be made in consultation with the State Historic Preservation Officer and must result in a formal determination that the undertaking will have either (a) no effect, or (b) no adverse effect on the historic site. This determination must be adequately documented. If the State Historic Preservation Officer and the command agree on a "no effect" finding, the undertaking may proceed. If disagreement occurs or if any other finding is reached, the case must be forwarded via the Commandant of the Marine Corps (HDH) to the Advisory Council on Historic Preservation for review and comment.

8. Action. Commanding generals and commanding officers responsible for real properties will establish comprehensive historic sites programs and accomplish the following actions:

- a. Establish liaison with the appropriate State Historic Preservation Officer;
- b. Survey physical property in order to identify holdings with historical, architectural, archaeological, or cultural significance;
- c. Nominate properties, if appropriate, for inclusion in the National Register; and
- d. Safeguard and preserve resources as required by law.

3007. COMMEMORATIVE NAMING PROGRAM

1. Objective. The History and Museum Division has staff responsibility for naming of Marine Corps buildings, facilities, streets, parks, sites, and other property. This responsibility is carried out under the Commemorative Naming Program, in accordance with guidelines promulgated in SECNAVINST 5030.2 and this Manual. The purpose of the program is to recognize and pay tribute to distinguished and heroic deceased Marines.

2. Basic Policies

a. Property will be named for individuals highly regarded within the Marine Corps and local communities. Names of deceased Marines, or members of other military organizations who died in service with Marine Corps units, will be considered for use first; however, names of others who have made outstanding contributions of a lasting nature, either to the Marine Corps or to the welfare of Marines, may also be considered. Names of living persons will be approved only in the most exceptional cases.

b. Once named, the name of a facility or property will not be changed unless the original name becomes manifestly inappropriate.

3. Nominations

a. Commanders who have occasion to name property will contact the Commandant of the Marine Corps (HDH) in writing to begin the name selection process. The commander has the option of recommending candidate names or requesting recommendations from the historic files. The Historical Branch maintains files that list all properties known to have been named for Marines; these files also contain the names of deceased Marines who, by virtue of long and distinguished careers or exceptional heroism,

are considered uniquely qualified as candidates for the Commemorative Naming Program. If the commander opts to recommend names for the site, each recommendation must be accompanied by explanatory and biographical data.

b. Once a candidate's name(s) is selected and researched, it will be submitted to the Commandant of the Marine Corps (HDH-2) for approval.

4. Disclosure/Public Announcement. No public disclosure of nomination may be made before the Commandant has approved the recommendation. In order to avoid potential embarrassment or disappointment, commands must particularly avoid discussing a nomination with the next of kin before approval is received.

5. Concurrence of Next of Kin. Upon receipt of the Commandant's decision, the requesting command will make every reasonable effort to contact the next of kin or descendants, to obtain concurrence and to invite their participation in the dedication ceremony.

6. Reporting. Commanders are required to furnish the following information to the Commandant of the Marine Corps (HDH) upon completion of any naming action:

- a. Activity/agency responsible;
- b. Description of property named and exact name given;
- c. Location of property (map or verbal description);
- d. Name and grade of individual commemorated; and
- e. Date of naming, along with still photographs, motion picture/video coverage, brochures, correspondence, and newspaper clippings concerning the ceremony.

3008. UNIT LINEAGE AND HONORS PROGRAM

1. Objective. The objective of the Unit Lineage and Honors Program is to record the history of service of Marine Corps units of battalion/squadron size and larger which have been issued Type III, Class 1 colors through certificates of lineage and the authentication of battle honors and awards.

2. Implementation. Lineage is determined and certified and battle honors authenticated for Marine Corps units on a pre-arranged annual schedule basis. The process begins with a thorough in-house research of official unit records held by

the History and Museums Division. The final determination of unit award entitlement resides with the Commandant of the Marine Corps (MHM).

3. Lineage

a. General

(1) The purpose of the unit lineage program is to provide accurate and concise administrative histories of Marine Corps units.

(2) The annual schedule for official certificates of lineage and honors is announced by the 5060 series Marine Corps bulletin (Certificates of Lineage and Honors).

(3) Certificates of lineage will be displayed prominently within the unit headquarters.

(4) Lineage of a unit normally resides in that unit's headquarters. The headquarters element, however, may also be entitled to separate battle colors, and to distinct honors earned by actions separate from the rest of the unit.

(5) Some provisional units and temporary forces which have been activated for a limited amount of time are considered to have no antecedents and consequently no lineage.

b. Determination/Authentication of Lineage

(1) Authentication of unit honors hinges on lineage; thus, certificates of lineage must be accurate. Until 1965, the most reliable sources of unit historical information were unit diaries (formerly muster rolls); consequently, these records were the primary source for lineage authentication until the implementation of the command chronology program. Since 1965, the chronologies have proved to be more reliable as source documents and are used, along with other materials, in historical analysis.

(2) The history of many Marine Corps units is unbroken from initial activation; however, many others have periods of deactivation. In those cases, successive units will be identified through such factors as numerical designation, mission, echelon, and geographic location.

(3) A unit is not necessarily permanently abolished upon deactivation. If a unit bearing the same designation, function, or mission should subsequently be activated, the history and honors of the predecessor could pass to the

new unit; on the other hand, redesignation of a unit may mean the perpetuation of the unit under a different numerical or functional designation and may not necessarily mean the continuation of a unit's lineage. Evaluation and recognition of unit lineage depends, in each case, on historical analysis.

(4) The lineage of aviation squadrons with three-digit designations will be determined through the numerical designator, regardless of the type of squadron.

(5) Any changes or additions to unit lineage must be supported by authentic documentation.

c. Certificate of Lineage. Eligible color-bearing Marine Corps units will receive certificates of lineage reflecting:

(1) Date and place of activation, as shown on the unit diary, muster roll, or command chronology;

(2) Redesignations, deactivations, or reactivation;

(3) Change of assignments;

(4) Participation in campaigns/expeditions;

(5) Significant administrative reorganizations involving change of mission;

(6) Major relocations; and

(7) Other pertinent information.

d. Conservation of Lineage. The impact on lineage must be carefully considered before activating, deactivating, redesignating, or reassigning a unit. Every effort must be made to preserve tradition and retain linkage to predecessor units.

4. Honors

a. Certificate of Unit Honors

(1) All eligible color-bearing Marine Corps units will be provided certificates of unit honors reflecting:

(a) Unit decorations with actions and dates earned; and

(b) Campaign and Service awards.

(2) These certificates, like those issued to reflect unit lineage, will be prominently displayed within the unit headquarters.

b. Streamers

(1) Honors accorded Marine Corps units will be displayed as streamers attached to the staffs of the unit battle color, organizational color, or Marine Corps color, in accordance with MCO P10520.3B (Flag Manual).

(2) The organizational colors may bear only those streamers identified on the official certificate of unit honors or those received subsequent to the latest certificate.

(3) MCO P10520.3B (Flag Manual) establishes the criteria for entitlement to and requisition of streamers. Requests for unit streamer entitlement should be submitted on DoD Single Line Item Requisition System Document Manual (DD Form 1348), and should specify correct nomenclature, stock numbers, billing codes, and the unit for which the streamer(s) are being requisitioned. Upon authentication of the unit's streamer entitlement, the Commandant of the Marine Corps (HDH) will forward the requisition to the appropriate supply source for direct delivery to the requesting organization.

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CHAPTER 4

MUSEUMS ACTIVITIES

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MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

CHAPTER 4

MUSEUMS ACTIVITIES

4000. ORGANIZATION. The Museums Branch (CMC (HDM)) exercises staff cognizance over museums activities throughout the Marine Corps. In addition to the Branch Head, it consists of the Museums Branch Activities, Washington (HDM-1) and the Museums Branch Activities, Quantico (HDM-2).

4001. MISSION. The mission of the Museums Branch is to:

1. Collect, preserve, organize, exhibit, and otherwise exploit Marine Corps art, photographs, memorabilia, personal papers, military music, documents, and material objects including ordnance, aircraft, vehicles, uniforms, medals, flags, and military equipment.
2. Provide the Commandant of the Marine Corps with professional expertise and advice on the art and material history of the Marine Corps.
3. Staff supervision of all museum activities and historical exhibits of the Marine Corps.
4. Assist Marine Corps organizations in fostering esprit de corps and maintaining the traditions of the Corps through the presentation of its art and material history.
5. Provide a source for officer education and professional development.
6. Discharge curatorial responsibilities for the contents of the Commandant's House; Marine Barracks, Washington, D.C.; Marine Band facilities, Washington, D.C.; and the Marine Corps Memorial Museum, New Hall, National Independence Historical Park, Philadelphia.
7. Provide loan exhibits and exhibit material to the Marine Corps and other activities.
8. Approve specifications and coordinate procurement of historical uniform kits.

9. Conduct research required to acquire, catalog, identify, and exhibit historical properties.

4002. SERVICES. The Museums Branch provides a diversity of services for authorized agencies and individuals in the Marine Corps, the Department of Defense, other Government institutions, and for the general public.

1. Reference Service. The Museums Branch has a substantial personal papers collection that includes unofficial photographs; an art collection; and historic map collection; and a collection of military artifacts. In addition, the Museums Branch exercises staff cognizance over a military music collection that is physically located in the Marine Band Library, Marine Barracks, 8th and I St., S.E., Washington, D.C. This collection is monitored and serviced by the band librarians. The Museums Branch provides an historical reference service for inquiries pertaining to uniforms, insignia, equipment, weapons and their employment, art, military music, and other material aspects of Marine Corps history.

2. Information Exchange Service. The Museums Branch maintains a continuing exchange of information with both Government institutions and private agencies. This service includes exchange through the medium of audiotape, microfilm, and hard copy.

3. Museum Services. Museum services are provided in the Marine Corps through operation of the Marine Corps Museum and the Marine Corps Air-Ground Museum, and through guidance to command museums. Details of services and procedures of these facilities can be found in Chapter 6, Museum Facilities, of this Manual.

4. Loan Exhibits Service. Exhibits and individual works of art are loaned under the Loan Exhibits Program, described in paragraph 4011 of this Manual.

4003. MUSEUMS BRANCH ACTIVITIES, WASHINGTON. Under the direction and supervision of the Deputy Director for Marine Corps Museums, the Museums Branch Activities, Washington (HDM-1) operates from the Marine Corps Historical Center, Marine Corps Historical Center, Washington Navy Yard, Washington, D.C. 20374-0580. The Marine Corps Museum is located within the center and is maintained by Museums Branch Activity, Washington (HDM-1). The section, under the chief curator, consists of the Exhibits Unit (CMC (HDM-11)); Registrar Unit (CMC (HDM-12)); Art Unit (CMC (HDM-13)); Personal Papers Unit (CMC (HDM-14)); and Special Projects Unit (CMC (HDM-15)).

4004. MUSEUMS BRANCH ACTIVITIES, QUANTICO. Under the direction and supervision of the Deputy Director for Marine Corps Museums, the Museums Branch Activity, Quantico operates from the Marine Corps Combat Development Center, Quantico, VA 22134-5001. Museums Branch Activity, Quantico consists of the Material History Unit (CMC (HDM-21)); Restoration Unit (CMC (HDM-22)); Exhibits Unit (CMC (HDM-23)); and Security Unit (CMC (HDM-24)). The officer-in-charge operates and maintains the Marine Corps Air-Ground Museum.

4005. MARINE CORPS CATALOG OF HISTORICAL MATERIAL. A master catalog of all Marine Corps historical property is maintained at the Marine Corps Historical Center. Once entered into that catalog, property will not be disposed of without prior authorization of the Commandant of the Marine Corps (HDM).

4006. COLLECTIONS AND REPORTING OF SIGNIFICANT ITEMS

1. General. Items that have potential historical significance should be reported to the Commandant of the Marine Corps (HDM), Headquarters Marine Corps, Washington, D.C. 20380-0001. Notification will include: description of each item; its condition; its history, if known; and the quantity on hand. The acknowledging reply will provide disposition directions. Headquarters Marine Corps may release the item(s), specify those items and quantities desired for museum purposes, or add the property to the master catalog maintained by the Museums Branch and loan it back to the reporting unit.

2. Combat Zones

a. Normal reporting procedures may prove impractical in a combat zone. Nevertheless, field commanders will make every effort to ensure that units collect specimens of enemy material which may have historic value. Such items might include personal belongings, battle-damaged equipment, maps and orders showing evidence of battlefield use, and other battlefield objects that will best delineate the nature of the enemy, or the characteristics of the operations in which Marine units are engaged.

b. Field commands are encouraged to identify and forward appropriate items of Marine Corps and/or captured equipment which help document individual accomplishments of Marine Corps operations in general. These items should be sent to the Officer-in-Charge, Museums Branch Activities, MCCDC, Quantico, VA 22134-5001. In all instances, items should be identified as

to unit, individual (where appropriate), time and place of employment or capture, and any other information of value to the Marine Corps.

4007. CAPTURED MATERIAL FOR TRAINING PURPOSE

1. Enemy equipment, weapons, and other material bring realism to combat training. They can prove to be important factors in the indoctrination of Marine Corps field units. The Deputy Director for Marine Corps Museums will maintain an inventory of enemy material for distribution by loan to major Marine Corps posts and stations.

2. Marine Corps activities requiring enemy material for combat training programs may submit their request to the supporting training and audiovisual support center designated in MCO P5290.1 (Marine Corps Training and Audiovisual Support Manual), for processing.

4008. ACQUISITION AND DISPOSITION OF PROMOTIONAL AND DEVELOPMENT MODELS OF EXPERIMENTAL OR NEW EQUIPMENT. Manufacturers often furnish scale models of experimental or standard equipment and/or prototypes to interested developmental and procurement agencies within the Marine Corps; these models should be systematically preserved for historical purposes. Being smaller than the actual equipment, models are easier to retain and are useful in museum exhibits. Models of equipment should be forwarded to Officer-In-Charge, Marine Corps Air-Ground Museum, Quantico, VA 22134-5001 or may be delivered directly to the Office of the Director of Marine Corps History and Museums. If multiple models are made available by the manufacturer, a request should be made for one model to be sent or delivered to the Marine Corps Museum.

4009. MILITARY MUSIC PROGRAM. The Military Music Program is operated by the staff of the Marine Band Library, located at Marine Barracks, 8th and I Streets, S.E., Washington, D.C. under general guidance from the Museums Branch.

1. Objective. The objective of the Military Music Program is to collect and preserve, to make available for research, and otherwise to exploit documents and memorabilia related to the United States Marine Band and Marine Corps field bands, and to the history of military music. A further objective of the Military Music Program is development of a research center

for the study of military music in America, with particular emphasis upon development within the Marine Corps.

2. Implementation

a. The Marine Band Library provides modern storage facilities for collections related to this program, ensuring professional conservation of both objects and documents.

b. The Marine Band Library provides research assistance to interested students of martial music, through the preparation of finding aids and catalogs. A master catalog of all historical material held in the military music collection, and a more general listing of military music resources located in other repositories are maintained at the library.

c. The military music collection is available to researchers during normal library duty hours. Requests to use the collection for research should be addressed to the Marine Band Library, Marine Barracks, 8th and I St., S.E., Washington, D.C. 20390-5000. All requests should include the proposed visit date, time of visit, and general areas of study.

4010. ART PROGRAM. The Marine Corps Museums Branch maintains the military art collection of the Marine Corps. This collection consists of more than 6,000 pieces of art, including paintings, drawings, sketches, lithographs, sculptures, cartoons, recruiting posters, and salon photographs. It is composed principally of original art work depicting the era of the Vietnam war. In lesser quantity, the art of World Wars I and II, the Korean war, Persian Gulf War, and training exercises are covered, along with art depicting earlier periods of Marine Corps history. Where contemporary art is sparse or nonexistent, the collection is supplemented through illustration, such as in the series, "Marines in the Revolution," "Marines in the Conquest of California," and "Marines in the Frigate Navy."

1. Objective. The objective of the art program is to record Marine Corps activities in combat, in training, and in living and working environments by art of high artistic and historical standards produced by military and civilian artists of proven quality.

2. Implementation

a. Acquisition. Art is acquired either directly from assigned military and civilian artists or by donation, after

review by a qualified board in terms of both artistic and historical standards.

b. Artist Participation. Qualified military and civilian artists contribute to the program.

(1) Military artists may be active duty, Reserve, or retired Marines. They are eligible for full pay and allowances.

(2) Civilian artists are nonmilitary volunteers who are eligible for transportation and a per diem allowance.

(3) The commissioned work of all artists becomes the property of the U.S. Marine Corps which maintains exhibiting and publishing rights. All necessary art supplies are provided.

c. Documentation. Each piece of accepted art is photographed and assigned a control number prior to it being exhibited.

d. Exhibition. Individual pieces of art may be loaned for display in offices of Marine general officers and equivalent civilian officials. Art may also be loaned to Marine Corps commands and to other museums. Potential borrowers and exhibitors should review paragraph 4011, Exhibits Program and appendix C carefully before submitting a request.

4011. EXHIBITS PROGRAM

1. Objective. The Marine Corps Museums Branch develops, maintains, and makes available on a loan basis to authorized agencies and individuals, specific works of art and collective exhibits depicting facets of the history of the Marine Corps. The objective of the Exhibits Program is to enhance esprit de corps and build military knowledge through the loan of professionally assembled exhibits of art or artifacts or the display of single pieces of art, ordnance, or aircraft.

2. Implementation

a. Marine Corps artifacts, photographs, or art exhibits are issued for public display only when an exhibit is created by the History and Museums Division.

b. Requests for art exhibits and specific pieces of art for office decoration must be submitted in writing.

c. A request for office loan should specify the office site, duration of the loan, and security and accountability plans.

d. A request for an exhibition should be submitted 120 days before the exhibit date to allow sufficient time for selection, preparation, and shipping of selected art. The request must stipulate:

(1) Purpose of the request (e.g., to support local civic celebration or to commemorate a military anniversary date);

(2) Date of proposed exhibit, to include requested date of delivery prior to formal opening of exhibit and a firm date for return shipment of the exhibit;

(3) Agency(ies) sponsoring the event (e.g., Chamber of Commerce, military fraternal order, Inspector-Instructor staff);

(4) Theme of proposed exhibit (e.g., commemorative of a Marine Corps action or honors of a military unit);

(5) Physical and security attributes of the proposed exhibit site (e.g., wall and corridor space, lighting arrangements, overnight security provisions, and security for components of exhibit); and

(6) Full names, addresses, telephone numbers of the responsible official and secondary officials.

e. A responsible person (military or civilian) must be assigned as a responsible officer for all art. No art will be loaned until the appointment notification format provided at appendix C, is completed and received at this headquarters. The form must be resubmitted to appoint succeeding responsible officers.

f. Semi-annually and on change of personnel, the responsible officer will conduct an inventory and submit the condition and location report to the Commandant of the Marine Corps (HDM).

g. Any loss of or damage to borrowed art must be reported immediately to the Commandant of the Marine Corps (HDM) at the following telephonenumber: (202) 433-2820 or autovon 288-2820. Damaged art must be returned to the History and Museums Division following directed packing and shipping instructions. Damaged art will be restored by professional staff approved by this division; in no case should borrowers attempt restoration themselves.

h. Non-government institutions requesting art will be asked to pay any transportation costs incurred.

i. The content, size, and theme of each exhibit will depend upon the status of other loan exhibits at the time of the request.

j. Access to exhibits will be at no cost to the public unless specific approval has been obtained from the Director, Marine Corps History and Museums Division.

k. Inquiries pertaining to the availability of loan exhibits should be sent to the Deputy Director of Marine Corps Museums, Marine Corps Historical Center, Washington Navy Yard, Washington, D.C. 20374-0580.

4012. HISTORICAL REPRODUCTION UNIFORMS PROGRAM

1. Objective. The objective of the program is to collect and preserve uniforms for the purpose of display and pageantry, ensuring that historical accuracy is maintained in reproducing/procuring uniforms.

2. Implementation. The Marine Corps Museums Branch approves specifications for the reproduction of historical uniforms, and coordinates procurement of those available for purchase by Marine Corps activities. Additionally, a limited number of historic uniforms are maintained for loan by the Museums Branch. Questions regarding purchase or loan should be addressed to the Marine Corps Museums Branch Activities Quantico (HDM-2), MCCDC, Quantico, VA 22134-5001.

4013. PERSONAL PAPERS PROGRAM

1. Objective. The objective of the Marine Corps Personal Papers Program is to acquire, preserve, regularize, and exploit personal papers related to the history of the Corps, and thereby to provide present and future students of Marine Corps history with an invaluable source of personal insight into events of the past.

2. Implementation

a. Personal papers include both manuscripts and personal copies of historical material. Manuscripts are papers that have a common source; are formed by or around an individual, a family, or a corporate entity; or are devoted to a single theme. In this context, manuscripts may be typescript,

originals may be hand written or copies of letters, memoranda, diaries, accounts, logbooks, drafts, etc., including associated printed materials.

b. The Personal Papers Collection includes unofficial photographs, and an historic map collection. The collection is constantly enlarged through continuous acquisition; appropriate papers and other memorabilia are solicited from active and retired Marines, their families and descendants, and other valid sources. All inquiries from potential donors are to be directed to the Director of Marine Corps History and Museums, Marine Corps Historical Center, Washington Navy Yard, Washington, D.C. 20374-0580. Field activities should help arrange the transfer of such donations.

c. Within limitations, the Personal Papers Collection is open for research. Limitations include the following:

(1) A collection will not normally be available for research until the full collection has been processed.

(2) Personal papers may be used for research only on the premises of the Marine Corps Historical Center.

(3) No collection, nor any partial collection, will be loaned to researchers or agencies.

d. Requests to use the collection for research should be submitted in writing, addressed to the Director of Marine Corps History and Museums, Marine Corps Historical Center, Washington Navy Yard, Washington, D.C. 20374-0580. All requests should include the proposed date and time of visit and the general areas of study.

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CHAPTER 5

SUPPORT ACTIVITIES

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CHAPTER 5

SUPPORT ACTIVITIES

5000. ORGANIZATION. The Support Branch (CMC (HDS)) provides for the support activities of the division. In addition to the Branch Head, it consists of the Administration Section (CMC (HDS-1)), the Security Section (CMC (HDS-2)), the Publications Production Section (CMC (HDS-3)), and the Library Section (CMC (HDS-4)). The Branch Head also functions as Division Executive Officers.

5001. MISSION. The mission of the Support Branch is to:

1. Provide administrative services to, and act as the office of record for, the History and Museums Division.
2. Ensure the security and maintenance of the Marine Corps Historical Center.
3. Prepare camera-ready copy for publication of historical and program support materials, and oversee the printing and distribution of completed publications.
4. Maintain the Marine Corps Historical Library which provides published reference material on Marine Corps history, the history of amphibious warfare, and related military and naval history.

5002. RESEARCH SERVICE. The Support Branch supplements the division's research/reference service by providing information, quotations, or articles from the Marine Corps Historical Library collection, or by providing books on interlibrary loan. Information relating to the library is in Chapter 7 of this Manual.

5003. EDITING AND DESIGN. The senior editor and his staff prepare manuscripts for publication by providing traditional editorial checks for spelling, punctuation, and a uniform styles; overall clarity of expression; and adherence to division and Marine Corps policy, and by producing the design and layout of the publication. The section also produces illustration materials, especially map illustrations, for historical texts. It also is the editorial office for Fortitudine, the Corps' historical program bulletin.

5004. SECURITY. During normal working hours, assigned Marines provide physical security for the Marine Corps Historical Center; they also provide security for the Marine Corps Museum during museum hours and during receptions or other evening events. The Marine Corps Museum is open every day except Christmas and New Years Day. A duty Marine is physically present to assist visitors and researchers with information concerning the museum and available services. In addition, a duty officer is assigned to support evening functions and for weekends. Visitors and researchers are not allowed above the first floor of the center unless escorted.

5005. FACILITIES USE. The Marine Corps Historical Center has facilities for meeting, conferences, seminars, and receptions. They can be made available, without charge, for events of an appropriate military or historical nature. The Support Branch coordinates and supports those events. Refer questions and requests for facilities use to the Commandant of the Marine Corps (HDS).

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CHAPTER 6

MUSEUMS FACILITIES

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MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

CHAPTER 6

MUSEUMS FACILITIES

6000. MARINE CORPS MUSEUM. The Marine Corps Museum is located at the Marine Corps Historical Center, Marine Corps Historical Center, Washington Navy Yard, Washington, D.C.

1. Mission. The mission of the Marine Corps Museum is to present to the Marine Corps, the Department of Defense, other Government agencies, and the public at large, a visual presentation of the history of the Marine Corps through its material and graphic heritage.

2. Implementation

a. The Marine Corps Museum is open every day except Thanksgiving, Christmas and New Year's Day. It is operated as a public facility. Hours are from 1000 to 1600 Monday through Saturday and 1200 to 1700 Sunday and Federal holidays.

b. Visitors have an opportunity to see examples of flags, uniforms, medals, equipment, and firearms from 1775 to the present. Most objects are displayed in standing exhibits, although a number of interspersed topical exhibits are frequently changed to rotate the over 60,000 available collection items. The focus of a large collocated special gallery within the center revolves around special short-term exhibit themes.

c. Items are collected through a number of means to include gift, trade, and purchase. Most purchases of historical artifacts are accomplished through the Marine Corps Historical Foundation (MCHF). Further information on the MCHF is found at Chapter 11 of this Manual.

d. A museum gift shop, under the auspices of the Marine Corps Historical Foundation, is located in the Marine Corps Museum. Depending on availability of volunteers, the museum gift shop will be open during normal museum hours.

6001. MARINE CORPS AIR-GROUND MUSEUM. The Marine Corps Air-Ground Museum is located at Marine Corps Combat Development Command, Quantico, VA.

1. Mission. The mission of the Marine Corps Air-Ground Museum is to present to the Marine Corps, the Department of Defense, other Government agencies, and the public at large, a visual

presentation of the history of the Marine Corps Air-Ground Team concept through its material and graphic heritage. The museum traces the development of the air-ground team and the Corps' use of combined arms from 1900 through the Korean War.

2. Implementation

a. The Air-Ground Museum is open each day (except Monday) from 1 April to the last Sunday in November. The hours are 1000 to 1700, Tuesday through Sunday. The museum is also open these same hours on national holidays that occur on Monday.

b. With advance arrangements, the museum can be made available for research or private behind-the-scenes viewing during the normal work week.

c. The Air-Ground Museum collection is divided into three categories:

(1) Display. Aircraft and ground equipment that have been restored to original condition or appearance are available for public viewing. Many of these items are maintained in operational condition.

(2) Restoration. Aircraft and ground equipment undergoing restoration may be viewed by the public by appointment on weekdays and Saturday.

(3) Storage. Aircraft and ground equipment awaiting restoration or in safekeeping are normally in a closed portion of the museum. Items in this category serve later Marine Corps Air-Ground Museum and command museums needs.

d. Restoration of historic aircraft and ground equipment also includes reconstruction using original parts and the complete fabrication of a replica of any significant model that no longer exists. In light of the funding and manpower required to restore items to operational or display condition, only items that are near unique or of great historical significance will be fully restored. Restoration is accomplished in a number of ways:

(1) At the Marine Corps Air-Ground Museum;

(2) In agreement with a Marine Corps field activity;

(3) In agreement with the owner prior to acceptance by the Marine Corps Air-Ground Museum;

(4) In agreement with a Marine Corps Aviation Association (MCAA) squadron; or

(5) In agreement with the original builder/designer of the aircraft or ground equipment.

e. Maintenance of restored aircraft and ground equipment is accomplished:

(1) At the Marine Corps Air-Ground museum; or

(2) As directed by the Commandant of the Marine Corps (HDM), the borrower will maintain borrowed items at Marine Corps activities having custody of museum aircraft or ground equipment.

f. Storage, restoration, and display of museum aircraft and ground equipment will not be limited to the Marine Corps Air-Ground Museum. Duplicate items, as available, may be provided to major Marine Corps activities for storage, restoration, maintenance, display, general safekeeping, or as part of command museums. When these items have ceased to have current utility in the command museums program, they must be returned to the Marine Corps Museums Branch Activity, Quantico, VA.

g. Marine Corps aircraft and ground equipment will be made available for exhibit loan to a non-Department of Defense museum only under circumstances advantageous to the Marine Corps and when such a loan would ensure a Marine Corps presence. Normally, all expenses relating to preparation, transportation, and security for such a loan will be the responsibility of the borrower and at no expense to the Government. The Deputy Director for Museums will approve both the loan and all support arrangements, to include the proposed mode of transportation.

h. Aircraft in the Marine Corps historical aircraft collection will not be flown except when approved for initial transportation to the Air-Ground Museum or when specifically authorized by the Commandant of the Marine Corps.

i. All aircraft and ground equipment in the museum listing are Marine Corps property; they may not be disposed of, for any reason, without authorization from this Headquarters. The decision to acquire aircraft or ground equipment when it is being retired from the active inventory is similarly reserved for this Headquarters.

6002. COMMAND MUSEUMS PROGRAM. The Director of Marine Corps History and Museums exercises staff cognizance over the Command

Museums Program; he establishes program concepts, objectives, and guidelines, and will provide necessary implementation and support assistance.

1. Concept

a. Knowledge of the sacrifice, dedication, skill, physical, and spiritual endurance, resilience, and courage of Marines of the past is essential to the individual and group morale of today's Marine in order to establish a framework and sense of mission to daily responsibilities. Consequently, the study of military history is a key to professional growth. One effective means of heightening interest in history and fostering esprit de corps is through the exhibition of historical material. Since exhibition exposure should not be limited only to Marines able to visit the museums in the Washington area, it is important that all major posts and stations establish command museums, exhibits, and historic displays.

b. Although the Marine Corps Museum and the Air-Ground Museum are the primary facilities for the Corps, there are several other Marine Corps museums located around the country. These facilities are included as part of the Command Museum Program, and their themes generally address the history of the installation and the units that they serve.

c. Personnel, budgetary, and facilities supports are essential to establishing and maintaining a command museum or historical display. This headquarters will provide consultant support, including staffing advice, professional and technical guidance, exhibit design and interpretation, and the periodic loan of historical material; however, the burden of all remaining support for the museum rests with the host command.

d. Each command museum should have a theme which will center on local military, Marine Corps history, and the current and past missions of the hosting post or station.

2. Objective. It is the objective of the Command Museums Program to establish a locally oriented museum at major activities and historical displays at each Marine Corps post and station.

3. Implementation

a. The Marine Corps Museum, Marine Corps Air-Ground Museum, and command museums are designed primarily for the education of Marines, although they are also used for training, research, or to foster esprit and morale.

b. Commanders of installations, organizations, or activities are authorized to establish and maintain command museums, with approval of this headquarters.

(1) An organization commander or head of an activity must request approval from the installation commander before initiating action to establish a museum.

(2) Not later than 30 days following receipt of installation commander approval, the following information is to be furnished to the Commandant of the Marine Corps (HDM) through official channels:

- (a) Requested name of the museum;
- (b) Sponsoring agency;
- (c) Planned museum location;
- (d) Type, size, and location of building, room, or area to be used;
- (e) Expected mission and/or purpose;
- (f) Current/planned general nature, size, scope, and composition of historical collection;
- (g) Source and magnitude of financial support;
- (h) Nature and extent of interest or support which either is pledged or can reasonably be expected from non-Marine Corps sources;
- (i) Expected average number of daily staff hours;
- (j) Planned museum visiting hours;
- (k) Name and grade of the officer or civilian professional designated to supervise the museum;
- (l) Desired official opening date;
- (m) A list of requested historical material; and
- (n) Other requested technical assistance.

(3) After appropriate consideration, the Commandant of the Marine Corps (HDM) will:

(a) Designate the proposed museum a "provisional" Marine Corps command museum; or

(b) Deny command museum status for the museum. In such a case, the museum would be designated a historical display until shortcomings are corrected.

c. As part of the above mentioned procedures, the Commandant of the Marine Corps (HDM) will:

(1) Negotiate to send representative(s) to meet with those responsible for establishing the museum and inspect the proposed site. When completed, a charter should be drawn up for the museum. The charter should include:

(a) A three-year plan for development of the museum;

(b) A statement of the museum's physical facilities, including climate control, handicap accessibility, alarm systems, etc;

(c) A detailed budget for financial stability; and

(d) Planned museum staffing to include both security and professional personnel;

(2) The completed charter should be presented to base officials who, on approval, will sign and send the proposal to HQMC for authorization. The original charter will be returned to the base while a copy will be retained by the History and Museums Division for use during periodic inspections.

(3) After the charter has been approved and signed by the Commandant of the Marine Corps, the museum will be designated a "provisional" Marine Corps Command Museum, until it completes both specified requirements in the charter and paragraph 6003 below. At that time, it will be designated a Command Museum. If no charter is issued, the museum will be designated an historical display.

(a) A command museum that meets Marine Corps standards will be certified as an official Marine Corps command museum; a certificate attesting to its membership in the Marine Corps museums system will be issued by the Commandant of the Marine Corps (HDM).

(b) A command museum that does not meet minimum standards will be given 1 year to correct its shortcomings. If corrected, the museum will be certified; if not, the museum will be redesignated as a provisionally certified museum. A report will be completed and forwarded to the Commandant of the Marine Corps (HDM) detailing deficiencies. The museum may reapply for certification when it believes disqualifying deficiencies have been corrected.

d. Every museum is responsible for the care, preservation, and proper use of its own collection; standards are provided in paragraph 6003 below. The Commandant of the Marine Corps (HDM) will periodically inspect command museums and advise commanders on each museum's adherence to professional standards. Additionally, the Inspector General of the Marine Corps will periodically view this area for proper adherence to established standards.

e. Theme. Each museum should have a major theme or principal subject, with supporting historical material. It may also have minor themes or subjects supported by other parts of the collection, but these should have some logical connection with the basic theme. Themes should be considered in the following priorities:

(1) Mission of the installation or command and its history;

(2) Regional military history, including the role of the Marine Corps;

(3) History of units located on the installation; or

(4) History of the U.S. Marine Corps.

f. Museum Exhibits. A command museum's historical exhibits should support its educational and training functions. Professionally accepted museum exhibit methods will be employed.

g. Support of Command Museums. Under authority of the Navy Comptroller's Manual, installation commanders may provide support for Marine Corps command museums.

(1) Support may include:

- buildings; (a) Use, renovation, repair, and maintenance of
- (b) Upkeep of grounds;
- (c) Provision of utilities and telephone service;
- (d) Conservation of historical material;
- (e) Provision of display or exhibit cases, panels, museum furniture, special lights, carpeting, draperies, and other similar items;
- (f) Construction of exhibits;
- (g) Sign painting and similar services;
- (h) Coordination of information services;
- (i) Security of grounds, buildings, and historical collections, including construction, hiring of guards, fire protection, and installation of alarm systems and other security measure;
- (j) Printing of announcements, brochures, and other materials;
- personnel; (k) Employment of curators and other museum
- (l) Travel in connection with museum activities;
- (m) Insurance on historical items not owned by the Federal Government which have been loaned to the museum;
- (n) Transportation of historical properties and related supplies and equipment;
- (o) Expendable and nonexpendable supplies;
- (p) Postal, clerical, and secretarial services;
- (q) Costs of participation in off-post historical activities;
- (r) Assignment of personnel to full- or part-time curatorial duties;

(s) Authorization and use of non-appropriated funds in support of Marine Corps command museums;

(t) Procurement of historical artifacts;

(u) Cost of technical and professional training for museum personnel; and

(v) Other activities that contribute to the accomplishment of the museum's mission.

(2) Personnel staffing of Marine Corps command museums will be in accordance with Department of the Navy policies.

(a) All curatorial positions should meet the requirements of Federal personnel standards and should be staffed with professionally qualified persons;

(b) Manpower space requirements for Marine Corps command museum staff must be validated in accordance with manpower management policies. Requirements must reflect at least minimum staffing to allow mission accomplishment; and

(c) A list of eligible applicants for museum positions may be forwarded to the Commandant of the Marine Corps (HDM) for advice prior to final selection, as the Museums Branch can materially assist in the choice of prospective applicants through its knowledge of professionals and professional qualifications in this small field.

h. Closing a Museum

(1) Once authorized, a command museum may not be closed without approval of this headquarters.

(2) The process of temporarily closing a command museum begins with a request to this Headquarters (HDM). This request will include reasons for closing, and estimate of the time the museum will remain closed, and a statement concerning the location of the collection during the inactive period, including adequacy of the location to meet the requirements for security and preservation of the collection.

(3) To permanently close a command museum, the following procedures must be followed:

(a) Request authority to close the museum to the Commandant of the Marine Corps (HDM) through command channels at

least 90 days in advance of the requested closing date. Provide a final inventory of the museum's historical material along with the request. While awaiting approval of the request, catalogs of all historical material will be brought up to date and copies furnished to the Commandant of the Marine Corps (HDM).

(b) The History and Museums Division will prepare a staff study with recommendations on procedures of closure and on retention of non-museum material for the installation commander.

(c) The commander of the agency whose museum is being closed will appoint an action officer to coordinate the shipment of the historical material, as required. The Commandant of the Marine Corps (HDM) will be furnished with the name of the action officer.

i. Reference Works. Each museum curator should acquire and maintain a small basic library of standard museum reference works and other reference works appropriate to the collection. These include military manuals, catalogs, directories, dictionaries, histories, annual historical reports pertaining to supported activities, and appropriate technical publications (needed for preservation of various types of artifacts in the museum). The curator should also have references on cataloging, classification, maintenance, and security of historical artifacts, as well as those on the display and interpretation of historical artifacts and on the preparation of exhibits. Original personal papers collections should not be held in command museums as reference works. All such collections should be forwarded to the Personal Papers Section at the Marine Corps Museum. Collections pertinent to the individual command museum's mission can be maintained in a reproduced form and be made available to interested researchers.

6003. MUSEUM STANDARDS

1. The preservation and exploitation of a collection are normally accomplished through the professional mechanism of a museum. When a command museum is established, the sponsoring commander assumes an obligation for himself and his successors to preserve and exploit the collection in the interest of history, the Marine Corps, and the nation.

2. Marine Corps command museums will be certified as museums upon evidence of their serious intent and ability to preserve and properly use their historical collections. Before certification, a museum must meet the following standards:

a. The museum must be chartered as an official activity of an installation, agency, or organization or non-appropriated fund e.g. special order, bulletin, announcement, memorandum, including a statement that the museum is intended to be a permanent historical activity of that installation, agency, organization, or fund.

b. The museum must be staffed at a minimum by:

(1) A professional museum grade level civilian curator;

(2) A full-time civilian assistant; and

(3) Additional staff as necessary for proper management and security as stated in the charter;

c. The curator plans museum activities in support of the commander's mission. He should have direct and ready access to the commander and his chief of staff, as well as to the president of the museum society, museum council, or similar type organization, if such exists.

d. The curator will exercise responsibility within broad guidelines inherent in his billet, and must maintain close liaison and interaction with the staff historians of the command and tenant or subordinate units. As the professional advisor to the commander, the curator is available for consultation on all matters relating to professional operation of the museum, including recommendations on all policy matters, as well as on acquisition, disposition, or use of property in the collection. The curator is also a source of recommendations on the preservation of monuments and historic sites.

e. The curator and other members of the museum staff should be afforded a reasonable opportunity to advance their professional development through membership in appropriate professional organizations and attendance at professional conferences and seminars.

f. The curator should have access to and acquaintance with literature of museology in the museum's field or interest. An adequate library of appropriate museum reference works should be maintained in the museum office.

g. The museum must receive adequate annual appropriated funds to support operating expenses, exclusive of salaries.

h. The museum should have a minimum of 1,500 square feet of floor space for exhibits and a minimum of 3,000 square feet

for office, research and study, storage, workshop, and public toilet facilities. Preferably the support space will be collocated with the museum area, but in any case it must be in a peripheral area. The ratio of exhibit to support areas should be at least 1:2.

i. The museum should have reasonable and adequate lighting and climate control systems (including humidity and temperature) to ensure preservation of its collections.

j. The museum must have an approved fire prevention system. The local fire marshal should conduct such periodic fire inspections as are required by the installation.

k. The historical items in the collection should be consistent with the museum's mission statement and acquisition policy.

l. The museum should have a complete catalog of all historical material except those received during the 60-day period immediately preceding the date of a certification check. Each cataloged historical item must be marked with a catalog number in accordance with the guidelines set by the Commandant of the Marine Corps (HDM).

m. Records must be adequate to permit accurate description of artifacts or documents if they are stolen or missing. Cataloging procedures will be in accordance with those established by the Commandant of the Marine Corps (HDM).

n. Materials in storage and on exhibit must be protected, to a reasonable extent, from dust, dirt, dampness, harmful light, insect pests, rodents, and fungi.

o. Periodic surveys are to be held to determine specific items requiring special conservation attention.

p. The museum must furnish accountability for all historical material on hand or on loan, and records must indicate that all loans or transfers or other disposition of historical material have received approval of the Commandant of the Marine Corps (HDM) and the date or dates such approval was granted.

q. The museum will follow proper maintenance and conservation practices, as evidenced by the general condition of the collection in storage or on display.

r. Artifacts on display should serve the purpose of the museum and contribute to its basic theme(s).

s. Exhibits should be arranged in an orderly manner, and demonstrate historical chronology and accuracy.

t. All items displayed should be properly identified, except where identification is obviously unnecessary or inappropriate.

u. Each exhibit should be interpreted by means of labels or some audiovisual means.

v. The historical items displayed should be suitably illuminated, but should remain protected from harmful light ray damage by use of commercially available ultraviolet filters.

w. Exhibit cases, panels, and open exhibits should be properly maintained, clean, and orderly.

x. All museum exhibits will be in good taste, and will uphold the dignity expected of a Marine Corps museum.

y. The museum should maintain a file of lesson plans and other appropriate educational material used by museum personnel to support the history aspect of the training program of the installation, organization, or agency.

z. The museum should keep the local military and civilian public aware of its collections and exhibits.

aa. The museum must provide adequate facilities and assistance for serious researchers.

bb. Facilities in compliance with Federal regulations must be provided for handicapped visitors.

6004. HISTORICAL DISPLAYS PROGRAM

1. Objective. The Director of Marine Corps History and Museums exercises staff cognizance over historical displays through the Historical Displays Program.

2. Implementation

a. A historical display is a static historical exhibit or collection. It may consist of a room, a permanent exhibit, or any other museum-type activity not recognized as a Marine Corps Command Museum. A display could also be a collection of historic properties, such as items of inoperable ordnance displayed in a theater, chapel, lobby, or headquarters building.

b. Tenant commands and activities of a Marine Corps installation shall be accountable to the host installation's staff historian, or other designated responsible official, for any historical property in their possession.

c. When a decision is made to dispose of a historical display, the commander will do so in accordance with the provisions outlined in paragraph 6002 of this Manual.

6005. EXPLANATION OF TERMS

1. "Historically significant items" are both certifiable artifacts and articles of interest not specifically designated as historical material. They may include, but are not limited to, weapons, military equipment, flags, works of art, and unit and individual decorations and battle streamers. With the exception of official records, they include relics or evidence of significant military activity; are associated with an important person, event, or place; have traditional associations; or represent military equipment. Replicas, models, and dioramas may be considered, in most cases, historically significant items.

2. Athletic trophies, prizes, unit awards, personal plaques, mementos, and other items of transitory significance or sentimental value, not connected to the history, lineage, or traditions of the Marine Corps or the military in general, are considered to have no historical significance within the meaning of this Manual.

3. The term "Marine Corps historical property" includes historically significant items that:

a. Have either been designated historical material by the Commandant of the Marine Corps (HDM);

b. Have not been designated, but because of age or obvious significance are inherently historical material. (Questions concerning the applicability of this definition to specific historical items shall be referred to the Commandant of the Marine Corps (HDM) for resolution); or

c. Items recovered from Marine Corps historical sites located on Marine Corps property.

4. A "historical collection" consists of an assortment of Marine Corps historical property in the custody of a particular organization, activity, or installation. It may be held by

either the Marine Corps Museum, a command museum, or by another activity as an historical display.

5. "Marine Corps Historical Property collection" is the term for the historical collection under the control of the Director of Marine Corps History and Museums, to include historical property in the custody of installations, activities, and organizations.

6. A "Marine Corps museum" is an appropriated fund entity under the direct operational control of the Director of Marine Corps History and Museums. It is a permanent facility housing a historical collection in all or part of a building specifically designated for the museum. Museum collections can also be displayed in a clearly defined area out-of-doors, but they must be open to military and/or civilian visitors at regularly scheduled hours and be in the care of a full-time professional staff to qualify for museum status. As of 1991, two facilities meet this definition; they are the Marine Corps Museum at the Marine Corps Historical Center, Washington, D.C. and the Marine Corps Air-Ground Museum at the Marine Corps Combat Development Command, Quantico, VA.

7. A "Marine Corps command museum" is an appropriated fund entity similar to a Marine Corps museum; it falls under the operational control of an installation, activity, or organizational commander.

8. The "Marine Corps museums system" consists of the Marine Corps Museum, Marine Corps Air-Ground Museum, Quantico, and Marine Corps command museums that have been provisionally or officially certified.

9. The terms "provisionally certified" and "officially certified" are defined as follows:

a. "Provisionally certified," used in connection with a Marine Corps museum or command museum, indicates that substantial progress has been made toward final certification, yet the facility falls short of official certification.

b. The term "officially certified," used in connection with a Marine Corps museum or command museum, indicates that the museum has been officially recognized as meeting the minimum professional standards of the Marine Corps museum system, as outlined in paragraph 6003 of this Manual.

10. A "historical display" is a historical collection not meeting the criteria for a Marine Corps museum or command museum. Property of an historical display may be stored or exhibited.

Displayed holdings may include headquarters lobby exhibits or outdoor exhibits of tanks, artillery, aircraft, or other equipment.

11. All accessional historical properties of the Marine Corps are subject to listing in the Marine Corps Catalog of Historical Material, an ongoing consolidation of information on acquired materials from the various command museums and historical displays maintained by this Headquarters.

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CHAPTER 7

MARINE CORPS HISTORICAL LIBRARY

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CHAPTER 7

MARINE CORPS HISTORICAL LIBRARY

7000. GENERAL

1. The Marine Corps Historical Library provides reference material on Marine Corps history and history of amphibious warfare, along with related military and naval history. The collection of more than 30,000 volumes includes Marine Corps-oriented fiction, biography, academic dissertations, periodicals, and Marine Corps post and station papers dating back to the 1920's. In addition, there are the standard reference books, encyclopedias, yearbooks, and atlases on hand, although the primary focus of the collection is still on Marine Corps history and the history of amphibious warfare.

2. Through interlibrary loan procedures, the historical center's library collection is available to other libraries and researchers throughout the country. As a member library of the computerized library network Online Computer Library Center, OCLC Inc., the library has access to the resources of more than 10,000 other member libraries world-wide for both interlibrary loan and bibliographic reference searching. The Marine Corps Historical Library borrows from other libraries to assist the center's staff and visiting researchers in their work.

7001. RESEARCH SERVICE. As noted in paragraph 5002, specific information, passages, quotations, articles, and bibliographic material can be obtained from the Marine Corps Historical Library collection or it is available through interlibrary loan as part of the division's research and reference service.

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CHAPTER 8

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CHAPTER 8

MARINE CORPS ARCHIVES

8000. GENERAL

1. The Archives Section (CMC (HDH-4)) serves as the repository for the collections of official Marine Corps operational records and all command chronologies. Documents prepared in connection with historical and related functions and reflecting the administrative history of the Marine Corps are accessioned into this section to ensure their availability for reference and research services.

2. The single most important body of historical records are the command chronologies. The command chronologies are submitted by each Marine Corps command, both Regular and Reserve, and provide a concise review of the operational experiences of the command on a continuing basis. Further information is provided on command chronologies in chapter 9 and appendix A of this Manual.

3. Archival records are, depending upon dictates of official use, transferred to the Washington National Records Center (WNRC), Suitland, MD, through the CMC (ARDB) when no longer needed for reference. Eventually, these records are ultimately offered to the National Archives and Records Administration (NARA), Washington, DC, for permanent preservation. If accepted, these records become the property of NARA, and can only be retrieved through NARA.

4. Headquarters staff agencies and offices at MCCDC and MCRDAC are reminded of their responsibility for the transfer of official records through the DirAR (ARDB) per SECNAVINST 5212.5 and MCO 5210.11. Similarly, Headquarters staff agencies should refer to MCO 5040.2 for guidance on the submission of their annual summary of activities.

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CHAPTER 9

COMMAND HISTORICAL PROGRAMS

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CHAPTER 9

COMMAND HISTORICAL PROGRAMS

9000. COMMAND RESPONSIBILITY. This chapter outlines the responsibilities of commanders for the collection and preservation of material required to document Marine Corps activities for historical purposes. Fulfilling these responsibilities requires command historical programs that include: assigning staff historians, maintaining unit historical summary files, preparing and submitting command chronologies, accounting for Marine Corps historical properties, and supporting specific aspects of the Marine Corps Historical Program. Such programs might also include the establishment of command museums, historical holdings, or determination of historical properties, as defined and discussed in paragraphs 3006, 4014, and 6002. Commanders may be assisted in the discharge of all historical program responsibilities by a staff historian occupying either a T/O billet or assigned as an additional duty. In either case, the staff historian must be informed of existing and projected command plans and in return he/she must advise the commander and the staff about command historical responsibilities.

9001. STAFF HISTORIAN. The following recommendations are made with respect to the assignment of staff historians, with full appreciation of the inviolability of command prerogatives, in the interests of facilitating smoothly functioning command history programs.

1. Assignment. Each unit required to submit a command chronology will designate, in writing, a staff member to perform additional duty as staff historian. Ideally, primary duties of the designated staff member should be such that he/she is involved in or can observe key command activities; the past practice of assigning historian duties to the Public Affairs Officer has usually been beneficial to neither the historical nor the public affairs programs. Where units are smaller than battalion or squadron size, a staff noncommissioned officer may be designated staff historian.

2. General Duties. The staff historian will:

a. Create historical files and records, to include an active program to identify and preserve basic records of the history of the unit.

b. Augment historic reports and documents by personal observation and interviews.

c. Prepare historical reports.

d. Promote general awareness of the unit's historical achievements.

e. Act as responsible officer for all Marine Corps historical properties held by the command, unless this responsibility has been otherwise assigned.

f. Manage the following command programs: unit lineage and honors, commemorative naming, historic sites, and oral history. A command museum program or a historical holding program may also be assigned, where appropriate.

g. Other appropriate historical duties.

3. Detailed Responsibilities. The staff historian assists the commander by collecting pertinent records and information, and by writing historical reports and studies that describe accurately the unit's operational, logistic, and administrative activities.

a. The staff historian collects, analyzes, and organizes reports and documents, augmenting them with information obtained from interviews, staff meetings, and other sources to build a record of the unit history. Baseline criteria are consistent objectivity, painstaking evaluation, and a deep respect for accuracy of all accounts.

b. Historical data provides the key to understanding lessons of the past, to evaluation of present experiences, and to effective planning for the future. The staff historian should keep in mind that historical materials have immediate and long range uses within the unit, as well as (potentially) other Marine Corps organizations.

c. The staff historian should be able to perform research and to answer historical questions for the command. The staff historian must work closely with the other staff members charged with the responsibility of preparing records and reports that may have historical value, reviewing such reports to ensure their completeness, and assisting the records

management officer in the preservation and retirement of vital records and reports in accordance with SECNAVINST 5212.5B and 5212.5C (Navy and Marine Corps Records Disposition Manual).

d. The staff historian should routinely supplement official unit historical reports with recorded personal observations and interviews. Such supplementary information may either be forwarded with the basic report or submitted at a later date.

9002. COMMAND HISTORICAL SUMMARY FILE

1. Objective. Every organization required to submit a command chronology shall maintain a command historical summary file; all other organizations are encouraged to maintain similar files as an institutional memory for immediate use. This file should contain information pertinent to the development and updating of organizational histories. Summary files are exempt from normal policies concerning the retirement and destruction of records. Although the summary files may provide excellent reference source material for preparation of public affairs releases, the file itself should be maintained separately from public affairs files and remain available as a command tool.

2. Implementation

a. At a minimum, the command historical summary file should include:

(1) Copies of certificates of lineage and honors (if the unit is a Type III, Class 1 color-bearing unit);

(2) Copy of streamer entitlement (if the unit is a Type III, Class 1 color-bearing unit);

(3) Copies of past command chronologies (should be retained for as long as feasible, but for not less than 3 years);

(4) Significant press clippings concerning the unit from local military or civilian newspapers or magazines;

(5) A list of all former commanding officers (if the unit is a Type III, Class 1 color-bearing unit of battalion/squadron size or above) and other important members of the command, complete with information that details the

dates of office, the name and grade of the person, and the full title of position held;

(6) The master copy of the unit insignia and all related correspondence, to include background information, drawings or photographs, and the histories of any insignia or special identifying devices adopted by the unit (if an insignia has been adopted); and

(7) Lists of all properties, facilities, or sites named in commemoration (for commands administering real property).

b. Optional materials for the command historical summary file may include:

(1) Copies of appropriate command-generated press releases;

(2) Copies of the official unit history (if one has been published) and extracts from other published words covering the history of the unit;

(3) Unit photographs of historical interest (if available), complete with captions that denote dates, places and functions, and individuals involved;

(4) Photographs of former commanding officers and other important members of the command, complete with captions that detail the dates of office, the name and grade of the person, and the full title of the command;

(5) Cruise books or other unit-oriented publications; and

(6) Copies of oral history interviews conducted by the unit and submitted to CMC (HDH-3).

c. The command historical summary file is considered a "permanent" file and should be retained by the command. If retention becomes a physical burden, a letter requesting disposition instructions on specific items should be sent to the Commandant of the Marine Corps (HDH-4).

9003. COMMAND CHRONOLOGY

1. Objective. The command chronology is a documented report to the Commandant of the Marine Corps covering the significant events of designated Marine Corps organizations. It includes basic material for use by the staff agencies of Headquarters

Marine Corps and by field organizations. It provides the reporting command with a periodic summation of its experiences that might be useful for future planning and for the orientation of new personnel. The command chronology is the basic historical record of the character and experience of each Marine Corps organization. Unit histories, lineages, streamer entitlement, and numerous manpower, logistics, and mission-related reports can be developed through reference to this record. Command chronologies are permanent records and, as such, will eventually be retired to the National Archives of the United States (copies are expected to remain in the possession of the Marine Corps). As these reports are often the only lasting official record of a command's activities, it is imperative that they be complete, informative, legible, and representative of the professionalism and precision that have traditionally characterized the Marine Corps. In order to ensure that command chronologies truly reflect the command, they must receive the personal attention of the commander and must be signed by the commander rather than "By direction." Command chronologies not signed by commanding officers will be considered incomplete until the commander or acting commander has signed.

2. Scope

a. The command chronology will provide a concise review of the experiences of the command for the period covered. The objective is to ensure that this commander's report covers all elements of the command, even those that may be temporarily detached. Occasional duplication of reporting that may result is far preferable to occurrences of unreported activity.

b. Each command chronology must reflect the specific missions and tasks assigned to the command, the status and readiness throughout the period, and the command goals and accomplishments. The command chronology should be written with future readers in mind, some of whom will be unfamiliar with the personnel, equipment, and mission associated with the command. All acronyms will be written out when used for the first time in the text; only complete names, to include first name, middle initial, and last name, will be used.

c. All significant programs and policy decisions adopted or implemented during the reporting period should be fully defined. Changes in facilities, acquisition of new equipment, tests of equipment or doctrine, contributions to the evolution of doctrine, and problem areas should also be included in the report.

d. The command chronology must be presented in sufficient detail to convey the unique and distinctive qualities of the command during the period covered.

3. Format. Format and detailed instructions for the preparation of command chronologies are contained in appendix A. The form and content of chronologies may vary somewhat with the functions of the reporting organization. Each chronology, however, will include the four standard sections discussed below:

a. A standard first page, containing organizational data prepared in the format shown in annex 1 of appendix A.

b. A narrative summary written from the commander's viewpoint, highlighting the most significant accomplishments of the unit and discussing the approaches and techniques used to overcome problems. Emphasis should be given to recurring problems.

c. A sequential listing of significant events in the format shown in annex 3 of appendix A, especially as they relate to:

(1) Activation, deactivation, and redesignation of units within the organization, and the specific dates such events took place.

(2) Changes of operational and administrative control, including specific dates (primarily Fleet Marine Force (FMF) organizations).

(3) Alerts, deployments, and landing/training exercises (FMF organizations).

(4) Significant command and staff actions.

(5) Command relations with other military organizations within the immediate area (e.g., area coordination relationships, significant interservice support agreements) (primarily non-FMF organizations).

(6) Modifications to plant and facilities (primarily non-FMF organizations).

(7) Ceremonies.

(8) Civic action and community relations highlights.

d. The fourth section of the command chronology is made up of supporting documents, as illustrated in annex 4 of appendix A. Documents will be included whenever needed for

clarity and completeness, or to preclude lengthy writing. Both the narrative section and the sequential listing of significant events can be amplified by documents. Cross-referencing should be accomplished throughout these sections (e.g., by inserting such phrases as "See Letter of Instruction and After Action Report, Items #6 and #7 in Section IV.") At a minimum, complete documentation (i.e., a complete Section IV) must be included with the original copy, and with the copy that becomes a part of the unit's historical summary file. Widely circulated documents known to be available may be referenced in copies of the chronology that are intended for intervening echelons. Documents of the following types should be considered for inclusion:

- (1) Policy directives; standing operating procedure directives, unit orders, bulletins, and memoranda.
- (2) Operation and administrative plans, letters of instruction, and after-action reports.
- (3) Journals, messages, and periodic reports of staff sections or subordinate units.
- (4) Aviation combat reports.
- (5) General and special staff studies and estimates.
- (6) Cruise books, terrain sketches, photographs, maps, copies of combat art, blueprints, and drawings. These must be identified or captioned fully and dated.
- (7) Other documents of historical significance, including oral history interviews.

4. Clearance Designation

a. Classification severely limits the use that can be made of the information contained in command chronologies, both from an access and historical point of view (all Marine Corps histories are written as unclassified documents). Accordingly, command chronologies will not be classified unless absolutely essential based on the content of the submission.

b. If a command chronology must be classified, OPNAVINST 5510.1 will be carefully followed in assigning the most appropriate clearance level. In addition, the level of classification must be designated at each paragraph, origin of classification shown, and clear declassification instructions provided (the notation Originating Agency's Determination

Required (OADR) will not be used, unless the need is clearly documented in an accompanying letter and exact procedures for resolving later declassification requirements established).

c. Marine Corps Order 5200.21 (Transfer/Storage of Sensitive Compartmented Information (SCI) Records) provides instructions for designation and handing of SCI records, and will be followed by all commands holding or acquiring SCI material having historic significance. The Commandant of the Marine Corps (INT) exercises staff cognizance over SCI material at the Headquarters Marine Corps level.

5. Action Required (Report Symbol MC-5750-06)

a. The original (ribbon) copy of the command chronology, signed personally by the commanding officer, will be submitted through command channels to reach the Commandant of the Marine Corps (HDH-4) by 31 March annually, or by 31 March and 30 September semiannually, in accordance with annex 5 of appendix A. (Failure of the commanding officer to sign the original document renders the document incomplete, and the cover letter will be returned for signature.) If the commanding officer is not available for signature, the report may be signed by the acting commanding officer, but an explanation of the non-availability of the commanding officer must also accompany the command chronology.

b. Temporary commands activated for specific exercises or operations, will submit command chronologies at the conclusion of their period of activation. If a command remains activated longer than 6 months; however, it should submit chronologies for the normal reporting periods, in addition to its final report upon deactivation.

c. Command chronologies that cover less than a normal period shall be submitted to reach the Commandant of the Marine Corps (HDH-4) no later than 90 days after the completion of the special assignment or the unit's deactivation.

d. In time of operational deployment, of combat, or of other special situations, command chronologies are required by the 15th of each month, covering the activities of the preceding month. In each case where monthly submissions are required, the affected command will be notified by message. When the operational deployment/special situation has ended and the unit has returned to its home base, it will revert to reporting semiannually.

e. Commands will ensure that subordinate units required to submit command chronologies will submit them in accordance with the instructions provided in this chapter. Parent commands will include the command chronologies of subordinate units in the complete report of their own activities. Parent commands required to submit command chronologies on a semiannual basis will not delay the forwarding of command chronologies of subordinate units required to submit them on a monthly basis. For purposes of this paragraph, parent commands within the FMF are considered to be regiments, aircraft groups, divisions, brigades, aircraft wings, force service support groups, headquarters at Marine Force and Fleet Marine Force levels and such MAGTF organizations as MEU's, MEB's and MEF's when they are activated. When a command is part of a task-organized unit, its command chronology will cover the period of operational control by the task-organized unit. Chronologies from Marine Expeditionary Unit and Marine Expeditionary Brigade headquarters will cover all periods of activation, whether or not subordinate units are actually assigned for operational control during all or part of those periods.

f. Smaller units not included above, when deployed from their normal duty stations for other than routine reasons (e.g., ground and air units repositioned within the Fleet Marine Force for increased readiness), will submit separate chronologies upon completion of those deployments, to be forwarded with the chronologies of their parent organization (e.g., VMFA-531, returning from an LHA compatibility flight testing deployment, submits a separate chronology covering the period TAD to 2d Marine Aircraft Wing).

g. The 4th Marine Division, 4th Marine Aircraft Wing, and 4th Force Service Support Group inspector-instructor staffs will submit command chronologies separate from their Reserve unit counterparts, whose reports will be appended as though they had come from subordinate commands.

h. Commanders will take the initiative in submitting to the Commandant of the Marine Corps (HDH-4) timely reports of unusual activities, involving either units or individuals. Special action reports, after action reports, and post exercise reports are examples of documents that often have historic value. These should either be forwarded individually or incorporated in Part IV of the chronology.

i. The print quality of original command chronologies is of particular importance, in view of their purpose and disposition. As command chronologies will eventually be microfilmed, it is of the utmost importance that original documents are submitted rather than copies. In no case should organizational data, narrative, and chronology portions of the report be reproduced in less than letter quality. Chronologies reproduced by dot-matrix printers in less than letter quality are unacceptable.

6. This Headquarters will acknowledge in writing receipt of command chronologies within 2 weeks of arrival.

9004. SUPPORT OF MARINE CORPS HISTORICAL PROGRAM. All Marine Corps commands are expected to be sensitive to historically significant developments, to safeguard the history and traditions of the Corps, and to support existing historical programs. All commands required to submit command chronologies are encouraged to support, whenever practicable, the specific historical programs discussed below:

1. Oral History

a. See paragraph 3005 of this Manual.

b. While field commands may occasionally be called upon, as a matter of economy, to conduct specific interviews required by the Commandant of the Marine Corps, their primary contribution to the program will come through submitting recordings of briefings, presentations, or speeches, and through the timely interview of commanders and staff officers who participate in significant operations, in training or in tests of equipment or doctrine, or in other programs having marked impact upon the command.

c. Command chronologies may make reference to oral interviews previously submitted to this Headquarters, covering particular aspects of the unit's activities.

2. Commemorative Naming Program

a. See paragraph 3007 of this Manual.

b. Streets, buildings, facilities, parks, and other sites on Marine Corps installations are named in honor of Marines (and other service members who served with them) who died in the service of their country, or whose heroic actions or distinguished careers constitute outstanding contributions to the nation and our Corps. Commands are expected to initiate naming actions

when suitable occasions arise, and will maintain in their historic summary files a complete record of all local properties that have been given commemorative names.

3. Historic Sites Program

- a. See paragraph 3006 of this Manual.
- b. All commands must be aware of this program and will participate as appropriate in the identification and safeguarding of historic sites.

4. Acquisition of Historical Material

- a. See paragraphs 4007, 4008, and 4009 of this Manual.
- b. Commands should be alert to discover historical material: artifacts, art, graphic or printed material, or manuscripts. These may be found either within the command or in the hands of private individuals.
- c. New historical material should be reported to the Commandant of the Marine Corps (HDM), either for accession or for solicitation if it is in private hands.
- d. The Judge Advocate Division, HQMC, must be notified of any donation/gift valued at \$5,000 or more for acceptance by the Secretary of the Navy.
- e. The Commandant of the Marine Corps is authorized to accept any donation/gift whose value does not exceed \$5,000.
- f. The Director of Marine Corps History and Museums or the commanding officer of the respective command is authorized to accept a donation/gift whose value does not exceed \$3,000.
- g. Any donation/gift whose value does not exceed \$200 does not require a specific request for authorization to accept a donation/gift on behalf of one of the above authorities (as per MCO 4001.2a).
- h. Report all donation/gift offers to the Commandant of the Marine Corps (HDM).
- i. If donations/gifts are needed for command museum or historical holdings, objects will be loaned back to the command after acceptance and accession of the item(s) into the Marine Corps' inventory. Otherwise, they will be shipped to the cognizant Museums Branch activity, as identified in paragraphs

4006 and 4008 of this Manual, for retention as part of the appropriate Marine Corps historical property collection.

j. Original personal papers collections will be sent to the Personal Paper section at the Marine Corps Historical Center, while copies may be retained for command museums or historical holdings.

k. Retirement of official records having historical value will be carried out in accordance with current editions of SECNAVINST 5212.5 (Navy and Marine Corps Records Disposition Manual) and MCO 5210.11 (Records Management Program for the Marine Corps).

5. Support for the Art Program. Commands can support the Program by:

a. Identifying well qualified artists to the History and Museums Division;

b. Reporting pieces of Marine Corps art not in the inventory of the Marine Corps Historical Art Collection;

c. Requesting assignment of artists to record deployments, major exercises, and combat situations;

d. By requesting the temporary loan of exhibits or Marine Corps art; and,

e. By being meticulous in the care and security of art on loan to them.

6. Command Museums Program

a. See paragraph 6002 of this Manual.

b. The development of unit esprit is aided by an understanding of Marine Corps history. This can be effectively enhanced by well interpreted and well designed command museums or exhibits of historical holdings. A decentralized program of command museums and historical holdings will be attained through command initiative and support, with guidance and assistance from this Headquarters.

9005. UNIT INSIGNIA. Many Marine Corps units and activities, particularly in aviation, have adopted distinctive insignia, which are painted on equipment and buildings and worn unofficially by unit members as a unifying symbol. Such

insignia often become well-known and play a significant role in building unit identity, tradition, and esprit.

1. Policy

a. OPNAVINST 5030.4 (Naval Aviation Insignia) requires that insignia for all aeronautical components be forwarded to the Chief of Naval Operations (Attn: OP-05D) for approval prior to adoption. Subsequent changes must also be approved in the same manner. In compliance with this Manual, Marine Corps units will forward requests for insignia approval via the chain of command including the Commandant of the Marine Corps (HDH) as a via addressee.

b. By general policy, this Headquarters does not interfere in the adoption of unit or activity insignia, as long as the design is in good taste, and not already approved for another unit. In consideration of tradition and the association developed by previous members of the unit, long established insignia should not be altered capriciously.

2. Notification. Units or activities not affected by OPNAVINST 5030.4 are not required to obtain the approval of the Commandant prior to adopting or altering insignia. These units are required, however, to notify the Commandant of the Marine Corps (HDH) of the action and to provide a clear and detailed drawing or photograph of the insignia.

3. Documentation. Copies of correspondence and additional information relative to unit insignia adoption or history will be kept in the unit's historical summary file.

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CHAPTER 10

MOBILIZATION TRAINING UNIT (MTU)

	<u>PARAGRAPH</u>	<u>PAGE</u>
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CHAPTER 10

MOBILIZATION TRAINING UNIT (MTU)

10000. GENERAL. Mobilization Training Unit (Historical) DC-7 was activated in FY 1978. The operational sponsor for the unit is the History and Museums Division. Administrative support is provided for the unit by the Director, Marine Corps Reserve Support Center in accordance with paragraph 8101.2 of MCO P1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM).

10001. MISSION. The mission of MTU (Hist) DC-7 is:

a. Upon mobilization, to provide trained historians and combat artists to staff the historical sections at all major FMF commands, MEB level and above; and to augment the Marine Corps History and Museums Division.

b. To provide specialized assistance to the History and Museums Division in the field of historical writing, archival cataloging, museums design and management, art, and other projects as directed by the Director of Marine Corps History and Museums Division.

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CHAPTER 11

THE MARINE CORPS HISTORICAL FOUNDATION

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CHAPTER 11

THE MARINE CORPS HISTORICAL FOUNDATION

(The Marine Corps Historical Foundation has no official status; this Chapter is for informational purposes only)

11000. GENERAL. The Marine Corps Historical Foundation was founded in 1979 as a publicly supported, non-profit educational association designed to assist the Marine Corps Historical Program. The Foundation's administrative address is as follows: Marine Corps Historical Foundation, P.O. Box 420, Quantico, VA 22134-5001.

11001. OBJECTIVES. The objectives of the Foundation are:

a. Promotion of an understanding of the historical role of the Marine Corps, by encouraging the study of the Corp's history and traditions.

b. Preservation, perpetuation, and appropriate publication and display of matter pertaining to the history and traditions of the Corps.

c. Fund-raising to assist its programs.

d. Support to other organizations, private and public, committed to similar objectives.

11002. CLASSES OF MEMBERSHIP

a. Charter Members. Those who joined either as a regular or sustaining member within the first year after incorporation of the foundation.

b. Regular Members

(1) Original Members. Those who joined by making a one-time 100 contribution after the first year after incorporation but prior to 3 May 1988.

(2) Annual Members. Those who join by making an annual \$25 contribution.

(3) Special Members. Special memberships for periods of up to 5 years may be approved at the discretion of the President. Special memberships may be approved in the following categories:

(a) For second lieutenants who, while attending the Basic School or within 90 days after completing their course of instruction, make a one-time contribution to the Foundation.

(b) For staff non-commissioned officers who, while attending one of the SNCO academies or within 90 days after completing their course of instruction, make a one-time contribution to the Foundation.

(c) In recognition of extraordinary performance in service of the Marine Corps Historical Program.

(d) In recognition of an accomplishment contributing to the preservation of the history and heritage of the Marine Corps.

c. Sustaining Members

(1) Those who join by making a minimum one-time contribution of \$1,000, or who undertake to make a minimum contribution of \$100 on an annual basis for at least 10 years.

(2) Institutional. Those Marine Corps linked organizations which contribute a minimum of \$100 per year and those corporations or other institutions which contribute a minimum of \$1,000 per year.

d. Membership. On 1 October 1990, the Foundation had 1,908 members, including 229 sustaining members.

MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

APPENDIX A

PREPARATION OF COMMAND CHRONOLOGIES

This appendix contains instructions for submitting command chronologies including format guidance and examples of the four prescribed sections. It should be used as a guide, recognizing that the diverse activities or various commands may require different data or detailed information to be included, to reflect accurately and completely the activity of the command.

Annex 1. ORGANIZATIONAL DATA

Format for Section 1 of the Command Chronology

Annex 2. NARRATIVE SUMMARY

Example of Section 2 of the Command Chronology

Annex 3. SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

Example of Section 3 of the Command Chronology

Annex 4. SUPPORTING DOCUMENTS

Example of Section 4 of the Command Chronology

Annex 5. REPORTING COMMANDS AND FREQUENCY OF REPORTS

MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

ANNEX 1: FORMAT FOR SECTION 1, COMMAND CHRONOLOGY

SECTION 1: ORGANIZATIONAL DATA

Unit designation

- a. Reporting Unit Code.
- b. Table of organization number(s).

Period covered and location (include information such as, "At sea enroute to _____", "in port at _____", etc.).

Personnel Information

- a. Commanding General (Commanding Officer) 1/
- b. Assistant Commanding General (Executive Officer)
1/ Inclusive dates 2/
- c. Subordinate Commanders 1/ Inclusive dates 2/
- d. Principal Staff Members 1/ Inclusive dates 2/
- e. Staff Historian 1/ Inclusive dates 2/
- f. Sergeant Major and/or senior enlisted 1/Inclusive dates
2/

Average monthly strength (personnel chargeable and on hand):

	USMC		USN	
	Officer	Enlisted	Officer	Enlisted
Month-1				
Month-2				
Month-3				
Month-4				
Month-5				
Month-6				

Equipment:

List type and number of major items of equipment assigned; i.e., aircraft, tanks, artillery pieces. As required in UNITREP reference: MCBul 3000 (Table of Marine Automated Readiness Evaluation System (MARES) Logistics Reportable Items and Pacing Items of Equipment (for aviation units)).

NOTES:

- 1/ Use grade, first name, middle initial, and last name to identify individuals throughout chronology.
- 2/ For time covered by reporting periods.

MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

ANNEX 2: EXAMPLE OF SECTION 2, COMMAND CHRONOLOGY

SECTION 2

NARRATIVE SUMMARY

Command, Operations, and Training

During the second half of 1987, 3d Marines (Rein) pursued training variations of its mission as the Ground Combat Element (GCE) of 1st Marine Expeditionary Brigade (MEB). Concentrating on the training evolutions that best prepare us for combat. This training had us conducting exercises in HI, CA, and Guam (see item 1 and 2).

July found the headquarters planning for Combined Arms Exercise (CAX) 9-87. By August, the regiment with its command group, four independent companies, 1stBn, 3d Marines and 1st Bn (Rein), 12th Marines, had deployed to Camp Wilson, Marine Corps Air Ground Combat Center (MCAGCC), Twenty-nine Palms, CA. The regiment, acting as higher headquarters during the battalion CAX, gained a wealth of operational experience in supporting arms coordination. The battalion CAX was concluded on 29 August, and 3d Marines (Rein), task organized with its Maritime Prepositioned Force (MPF) units from I MEF, immediately conducted a regimental live fire combined arms exercise. This one and one-half day exercise allowed us to work with 1st Tank Bn; Company C, 1st Light Armored Vehicle (LAV) Bn and Batteries P and R from 5th Bn, 11th Marines. Throughout the exercise the Regimental Staff gained an in-depth view of the intricacies of maneuvering a highly mobile mechanized force with supporting fires. During this exercise 3d Marines (Rein) executed its role as the GCE of a Marine Air Ground Task Force (MAGTF) commanding and controlling a combined force of 42 tanks, 16 towed howitzers, 6 self-propelled howitzers, 24 assault amphibious vehicles (AAV's), 26 light armored vehicles (LAV's) 80 TOW vehicles, 41 aircraft and with a total troop strength of 2400 Marines and sailors. This included a Navy F-18 Squadron from Naval Air Station (NAS), Jacksonville, FL.

Planning training for deployment and employment as the Maritime Prepositioned Force-3 (MPF) GCE continued at an intense level.

Elements of the Regiment participated in an Offload Preparation Party (OPP) exercise in August, a Brigade Service Support Group (BSSG-1) Arrival and Assembly Command Post Exercise (CPX) in October, a MPF-MEB Staff Planning Mobile Training Team Course taught by Land Force Training Center Pacific (LFTCPAC) in October;

MEB CPX (5-87) in October at Bellows Air Force Station, and an OPP/Survey Liaison Reconnaissance Port (SLRP), and Arrival and Assembly Exercise in Guam during December. Fly-in-Echelon (FIE) planning was refined; culminating in the actual pack-up and staging of all FIE equipment and preparation of refined aircraft load plans.

In late October the regimental commander initiated an Officer Tactics School. This school is conducted on a weekly basis and consists of formal lectures, problems, and discussion on the tactics of combat and command and staff planning. These classes were developed to give all officers in the regiment and especially the commanders and staff officers a better understanding of the commander's "intent". These lectures and brain storming seminars have provided a very unique communication link between the officers of the Regiment and are serving to broaden their tactical horizons.

November and December saw the regimental staff involved in the staff planning sequence and preparing courses of actions and staff estimates of supportability in preparation for Team Spirit 88.

Personnel and Administration

Assignment of personnel to major subordinate commands is controlled through PREPAS. Assignment to the four separate companies and Headquarters Battery, 1st Bn (Rein), 12th Marines is accomplished by Brigade Personnel, but is based on our fair share of available on board personnel. This has presented problems in some critical military occupation specialties (MOS).

During this period a change to the Table of Organization (T/O) 1096C was submitted recommending increases to accommodate the manpower needed to operate the Regimental Consolidated Administration (CONAD) Section. Another manpower initiative concerned a major change to the method used to fill our Fleet Assistance Program (FAP), Morale, Welfare and Recreation (MWR) and Temporary Additional Duty (TAD) requirements. This new procedure should relieve the infantry battalions of much of their FAP, MWR and TAD requirements for their first 90 days after returning from unit deployment program (UDP) and 90 days

prior to departure for UDP. The tempo of administrative activity remains at a high level, due to required actions associated with the UDP and operational requirements.

Legal Action

The Commanding Officer, 3d Marines is the Special Court Martial Convening Authority for the four separate companies; Headquarters Company, 3d Marines (Rein); Detachment, Company A/H&S, 3d Assault Amphibian Vehicle Battalion; Company A, 3d Combat Engineer Battalion; and Company A, 3d Reconnaissance Battalion. As such, the following legal proceedings were held at this level.

General Courts Martial:	3
Special Courts Martial:	2
Non-Judicial Punishment:	104
JAG Manual Investigations:	50

Awards

The 3d Marines (Rein) recognized its outstanding Marines by presenting them with the following awards:

Navy Achievement Medals:	103
Meritorious Masts:	82
Letters of Commendation/Appreciation:	67

Logistic/Supply

Logistics activity corresponded to the high level of operational and training activity throughout the second half of 1987. Off-island deployments, on-island training, unit deployment facilities renovations provided ample logistics challenges for the regiment. Redeployment from Pohakuloa Training Area (PTA) 2-87 was completed by mid-July 1987 and deployment to Twenty-nine Palms began 3 weeks later. CAX 9-87 exercised all aspects of combat service support and provided particularly valuable experience resupplying and maintaining a MEB sized GCE in the attack. Planning for Team Spirit 88 and PTA 1-88 began in the last week of December. A paucity of amphibious shipping continues to necessitate reliance on strategic airlift for all deployments. Participation in the

unit deployment program (2d Bn, 3d Marines and 3d Bn, 3d Marines rotating in September) requires the complete inventory and turnover of all property on charge to the departing battalion and has had positive effect on the accountability and overall material readiness of our infantry battalions. Annual Logistics Functional Area Inspections have been consolidated and scheduled to assist the UDP turnover process.

Overall equipment readiness remains high and new equipment continues to be introduced within the regiment. Our full complement of 9mm pistols was received and placed in service. Squad Automatic Weapon (SAW) and Shoulder Launched Multi-Purpose Assault Weapon (SMAW) have been introduced into the combat support elements of the regiment and placed in service. The AN/PRC-113 radio has been placed in service. The Modular Universal Laser Equipment (MULE), AN/TPQ-36 Fire Finder Radars, Position Azimuth Determining Systems, AN/PRC-68 Radios, and TOW Missile Systems are on hand awaiting placement in service. Our first shipment of AAVP7A1 Upgunned Weapons Stations has arrived for installation during the first quarter of 1988.

An ongoing facilities renovation program has required temporarily relocating units while construction is in progress. New company/battery headquarters buildings are nearing completion and Phase III of the Barracks Renovation Program is well underway.

MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

ANNEX 3: EXAMPLE OF SECTION 3, COMMAND CHRONOLOGY

SECTION 3

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

24 Jul 1987	The Secretary of the Navy, The Honorable Mr. James H. Webb, on board visiting.
27 Jul 1987	3d Marines (Rein) provided a static display for members of the 3d Marine Division Association, "Return to the Pacific."
2 Aug 1987	2d Bn, 3d Marines deployed to Okinawa, Japan for UDP under 9th Marines.
4 Aug 1987	3d Bn, 3d Marines returned from UDP.
11-16 Aug 1987	3d Marines (Rein) participated an OPP exercise in Guam.
14 Aug-6 Sep 1987	3d Marines (Rein) deployed to MCAGCC Twenty-nine Palms, CA for CAX 9-87 and a MPF, GCE live fire CAX.
16 Sep 1987	3d Marines (Rein) participated in the change of command ceremony at MCAS for CG FMFPac in which LtGen D'Wayne GRAY was relieved by MajGen Richard M. COOKE.
1-2 Oct 1987	3d Marines (Rein) participated in BSSG-1 Arrival and Assemble CPX at Bellows Air Force Station.
3 Oct 1987	Commandant of the Marine Corps, Gen Alfred M. GRAY Jr., on board visiting.
8 Oct 1987	3d Marines (Rein) participated in CG FMFPac public relations program for local civilian dignities. Armed

	Services Committee's "After Hours Program" conducted aboard MCAS Kaneohe. (Item 3)
14-23 Oct 1987	3d Marines (Rein) Staff attendants MPF MTT.
26-30 Oct 1987	3d Marines (Rein) participated in 1st MEB CPX 4-87 at Bellows Air Force Station, HI.
6 Nov 1987	3d Marines (Rein) conducted a regimental run aboard MCAS Kaneohe. (Item 4)
10 Nov 1987	3d Marines (Rein) participated in 1st MEB Marine Corps Birthday ceremonies conducted at Platt Field.
13 Nov 1987	Posting and Relief ceremonies was conducted for the Regimental Sergeant Major. SgtMaj Allan J. KELLOG was posted and SgtMaj William S. SIMS Jr. was relieved. (Items 5 and 6)
16-20 Nov 1987	3d Marines (Rein) conducted a Fly-in-Echelon inspection for a MPF embarkation scenario.
19 Nov 1987	3d Marines (Rein) conducted a static display and live fire display for Congressman Vincent T. BLAZ (BGen, USMC (Ret)).
10-15 Dec 1987	3d Marines (Rein) S-4 section participated in OPP exercise for a MPF scenario. Exercise was conducted in Guam.
21 Dec 1987	3d Marines (Rein) celebrates it 71st birthday. A family day was conducted consisting of a weapon/equipment static display and a cake cutting ceremony. (Items 7 and 8).

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ANNEX 4: FORMAT FOR SECTION 4, COMMAND CHRONOLOGY

SECTION 4

SUPPORTING DOCUMENTS

List all items attached and paginate accordingly; e.g.:

- Item 1. RegtBul 1500 of 31 Jul 1987,
Quarterly Training Bulletin,
4th Quarter FY-87 and
Operational Plan
- Item 2. RegtBul 1500 of 19 Oct 1987,
Annual Training Plan Fiscal
Year 1988
- Item 3. Letter of Instruction for the
Armed Services Committee
"After Hours Program"
- Item 4. Letter of Instruction for
Regimental Run
- Item 5. RegtBul 5060 of 19 Oct 1987,
Post and Relief of the
Regimental Sergeant Major
- Item 6. Excerpt, HAWAII MARINE, 16
Nov 1987, 3d Marines SgtMaj
Post and Relief
- Item 7. RegtBul 5060 of 4 Dec 1987,
3d Marines (Rein) Family
Day
- Item 8. Excerpt, HAWAII MARINE, 17
Dec 1987, "3d Marines' 71st
"Birthday"

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ANNEX 5: COMMAND CHRONOLOGY; REPORTING COMMANDS AND FREQUENCY OF REPORTS

ORGANIZATION	(1 Jan-31 Dec)	(1 Jan-30 Jun)
	ANNUAL	SEMIANNUAL
Fleet Marine Force (See Note)		
Down to and including the battalion/squadron and separate company/battery level.		x
Task-organized units, such as MEU's, MEB's, and MEF's, as well as temporarily task-organized units of battalion and squadron size or larger.		x
4th Marine Division	x	
4th Marine Aircraft Wing	x	
4th Service Support Group	x	
Marine Corps Districts	x	
Marine Corps Combat Development Command		x
Headquarters Battalion, Headquarters, U.S. Marine Corps	x	
Bases and Stations	x	
Marine Barracks	x	
Marine Detachments	x	

A-13

(1 Jan-30 Jun)

ORGANIZATION	(1 Jan-31 Dec) ANNUAL	(1 Jul-31 Dec) SEMIANNUAL
Mobilization Training Units	x	
All other command organizations		x
Marine Security Guard Battalion		
Marine Support Battalion, Naval Security Group,		
Marine Air Training		
Support Group		
Marine Corps Security Force	x	
Companies, Atlantic and Pacific		
Marine Corps Reserve Units	x	
All units down to and including		
battalion/squadron and separate		
company/battery/detachment level.		
Includes units organic to a		
battalion or squadron if not		
geographically located at the		
headquarters of the parent command.		

NOTE: Task-organized units activated for a specific mission, exercise, or deployment of short duration will submit a single command chronology immediately upon completion of the activity for which they were established. If activated for more than 6 months, reports will also be submitted for regular reporting dates and upon completion of the mission. Units conducting operational deployments, engaged in combat operations, or in other special situations will submit command chronologies as required by paragraph 9003.5.

MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

APPENDIX B

INSTRUCTIONS FOR COMMAND ORAL HISTORY PROGRAMS

A. General Instructions

1. Funding for recording materials and equipment is the responsibility of the command. Recording equipment may be added to the command's Table of Authorized Material and/or obtained from the supporting Training and Audiovisual Support Center designated in MCO P5290.1, Marine Corps Training and Audiovisual Support Manual.

2. It is desirable to have oral history interviews and other historically significant presentations recorded on good quality cassette tape recorders using either C-60 or C-90 tape cassettes. Interviews can also be recorded at 3-3/4 or 7-1/2 inches per second on reel-to-reel machines using either 5- or 7-inch reels of tape, but cassettes are preferable. Videotaped interviews are acceptable.

3. Before beginning an interview or other recording session, the operator should be thoroughly familiar with how the tape recorder operates. If the recorder is battery operated, fresh batteries should be used.

4. Recorded materials should be submitted expeditiously, directly to the Commandant of the Marine Corps (HDH-3). The outside of the package should be marked "Magnetic Tape Do Not X-ray".

5. Although tapes may be cited in command chronologies and used to supplement those written historical records, they should be submitted separately as soon as the interview is completed.

6. All recorded materials submitted to the Commandant of the Marine Corps (HDH-3) will be accompanied by a documentation sheet containing the following information:

- a. Subject and date of recording.
- b. Name, grade/rank, social security number of interviewee (if appropriate).
- c. Name, grade/rank, social security number of interviewer (if appropriate).
- d. Security classification.

e. Synopsis of matters covered in recording to include dates of events described or discussed.

f. Running time of interview.

7. Copies of tapes may be reproduced for retention and use by the interviewing agency. Reels of tape or tape cassettes should be stored in their original cartons on edge and individually on shelves. To prevent distortion, tape should not be wound excessively taut or unevenly. Ideally, magnetic tape should be stored at room temperature (60-80 degrees F.) with relative humidity controlled between 40 to 60 percent.

B. Guidelines for Conducting Interviews

1. The oral history program can employ, with good results, the basic techniques used by journalists. The historian, like the newspaperman, should be concerned with the "who, what, when, where, and how" of matter. To acquire the answers to these and other valuable questions, and to make the interview as meaningful as possible, both the interviewer and interviewee should be prepared to explore fully every area of the interview topic.

2. Speed in securing interviews is important, since the oral historian must seek the complete story while the personnel involved are still available and the facts are still clear in their minds. The interviewer should avoid asking questions for which answers are readily available in reports, orders, and other sources, unless it becomes necessary to determine the interviewee's understanding of an order, to check on the veracity of a statement, etc.

3. Regardless of the number of interviews on a single tape or the number of tapes used for a single interview, each interview and each additional tape must begin with the following:

- a. Name of interviewee.
- b. Name of interviewer.
- c. Date and place of interview.
- d. Subject and classification of interview.

4. When more than one tape is anticipated or actually used for a single interview, the interviewer will state at the beginning of each tape: "This is tape _____ of an interview with _____."

5. Personnel assigned to conduct an oral history interview must keep abreast of the activities of the unit whose personnel they will interview, whether in a combat situation or in garrison. The good interviewer develops a sixth sense for the right questions and, if properly prepared, can draw out the interviewee and conduct a worthwhile interview.

6. It is not always necessary to prepare a complete list of questions beforehand, but the good interviewer will have a checklist or an outline of the matters to be discussed in an interview. These may be prepared during a pre-interview discussion with the interviewee and others, or derived from the study of pertinent documents and records.

7. The outline and checklist may be a good guide for conduct of the interview, but the successful interview is sensitive to those occasions when the interviewee's response to a question calls for deeper probing and a more complete examination of the matter then being discussed.

8. A great number of Marine Corps-related topics may be discussed in the course of a taped historical interview session. Interview sessions will, of necessity, be limited in scope and time, but the interviewer should make every possible effort to cover fully the topic under discussion. If it appears that a point is not clear, the interviewer should not hesitate to ask questions which should result in clarification. Although an interview in essence is a dialogue, the interviewer should act more like a moderator than a participant.

9. A helpful publication for the conduct of oral history interviews is A Do-It-Yourself Oral History Primer, which incorporates much of the foregoing discussion and some additional guidance. Copies of the primer may be obtained from Commandant of the Marine Corps (HDH-3).

MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

APPENDIX C

LOAN OF MARINE CORPS ART

This appendix contains format guidance for submission of responsible officer designation and art control inventories.

Annex 1. Appointment of Responsible Officer

Annex 2. Marine Corps Art Control Form

MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM

ANNEX 1: APPOINTMENT OF RESPONSIBLE OFFICER

From:

To: Commandant of the Marine Corps (HDM), Headquarters
Marine Corps, Washington, D.C. 20380-0001

Subj: APPOINTMENT OF (RESPONSIBLE OFFICER)

Ref: (a) MCO P5750.1G

1. Pursuant to the provisions of paragraph 4011.2 of the reference, this (command/organization/office) accepts responsibility for original art on loan from the Marine Corps Art Collection.

2. (Grade/name/organization/telephone number) has been designated (Responsible Officer) and accepts the following conditions:

a. A physical inventory will be conducted at least semiannually and upon redesignation of Responsible Officer, with an inventory being forwarded to the Commandant of the Marine Corps (HDM).

b. Art will not be relocated from place of installation without notifying the Commandant of the Marine Corps (HDM).

c. Damaged art upon discovery, and as expeditiously as possible, will be reported to the Commandant of the Marine Corps (HDM).

Signature of Commanding Officer

Copy to: (Responsible Officer)

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ANNEX 2: MARINE CORPS ART CONTROL FORM

CONTROL #	TITLE	ARTIST	LOCATION & CONDITION

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APPENDIX D

COMMAND HISTORICAL PROGRAM INSPECTION CHECKLIST

1. A staff historian is appointed or a specific individual is assigned in writing to assist the commander in fulfilling responsibilities to the Marine Corps Historical Program. (Note 1.) Reference: MCO P5750.1G, par. 9001.
2. The unit's historical summary file is being properly maintained. Reference: MCO P5750.1G, par. 9002.
3. Certificates of lineage and honors are displayed in a prominent place and the streamers displayed on the organizational colors reflect these honors. References: MCO P5750.1G, par. 3008 and MCO P10520.3B, sec. F.
4. The national flag, organization colors, or streamers are in satisfactory material condition. Reference: MCO P10520.3B, sec. G.
5. Command chronologies are being submitted in the correct format and in a timely manner. Reference: MCO P5750.1G, par. 9003.5.
6. The narrative summary of the command chronology gives a meaningful picture of the command's activities, problems, and achievements. References: MCO P5750.1G, par. 9003.3 and Annex 2 of appendix A.
7. The original of the command chronology which must be personally signed by the commanding officer is being forwarded via the chain of command. Reference: MCO P5750.1G, Par. 9003.1.
8. Reports of subordinate units required to submit command chronologies, are being collected and forwarded with the parent unit's report. Reference: MCO P5750.1G, par. 9003.5
9. The command, regiment/group and base/air station, has satisfactorily contributed to the Marine Corps Oral History Program. References: MCO P5750.1G, par. 3005 and 9004.1.
10. The command, having cognizance over real property, has maintained a list of commemoratively named sites and facilities and discharged its duties under the historic sites program. References: MCO P5750.1G, pars. 3006 and 9004.3.

11. The command is aware of provisions requiring reporting of historical material to the Marine Corps Museum and has reported to the Commandant of the Marine Corps (HDM) any historically significant items in its possession. Reference: MCO P5750.1G, par. 4006.

12. The unit has responded to the History and Museums Division requests for inventory of Marine Corps art. (Note 2.)
References: MCO P5750.1G, par. 4011.2 and appendix C.

13. The command maintains a museum or historical display which has been registered with or certified by the Commandant of the Marine Corps (HD) and adheres to the proper guidelines.
Reference: MCO P5750.1G, par. 6002.

Notes:

1. Applicable for all units down to and including battalion/squadron and separate company/battery level. Includes units organic to a battalion or squadron if not geographically located at the headquarters of the parent command.

2. This question applies only to units having custody of Marine Corps artworks.